

ADA-Compliant Career Planning FAQ

Office of Career Planning & Professional Development (CPPD)

Frequently Asked Questions (Accessible Version)

1. What services does the Office of Career Planning & Professional Development provide?

The Office of Career Planning & Professional Development (CPPD) offers comprehensive career guidance and job search assistance to FAMU Law students and graduates.

Services include:

- Individual advising and career assessments
- Resume and cover letter review
- Mock interviews
- Offer and salary negotiation guidance
- Career development programming on various topics
- Networking, learning, and employment opportunities through outreach to law firms and organizations

CPPD is also available to help you identify the skills, values, and guiding principles needed to engage in the legal community.

These services are available to current students and FAMU Law graduates regardless of graduation year.

Appointments are available in:

- Person
- Phone

- Zoom

To schedule an appointment:

- Visit: <https://lawfamu.12twenty.com/Login>
 - Email: law.careers@famuedu
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2. What should I do if I do not have a summer internship?

If you do not yet have a summer internship, consider the following steps:

Continue Your Search

- Keep applying for internships through May and June
- Check the 12Twenty job board regularly
- Review the Government Honors and Internship Handbook

Leverage Your Network

- Follow up with contacts you made during the year
- Ask if organizations need assistance or have opportunities available

Explore Volunteer Opportunities

- Contact nonprofit organizations and legal aid societies
- Speak with a volunteer coordinator about gaining experience
- Build research and writing skills through hands-on work

Develop Your Skills Independently

- Collaborate with professionals to draft an article for publication

- Research emerging legal topics and trends
- Build knowledge that may benefit future employers

Additional resource:

- National Association for Law Placement (NALP): www.nalp.org
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3. Can you help me prepare for an interview?

Yes. CPPD provides mock interviews designed to simulate real interview experiences.

Preparation services include:

- Resume and cover letter review
- Writing sample and transcript review
- Personalized feedback after mock interviews

Interview preparation topics:

- Answering common interview questions
- Professional attire selection
- Planning arrival logistics (for in-person interviews)
- Managing environment and setup (for remote interviews)

For virtual interviews:

- Test your technology in advance
- Have a backup phone number ready
- Ensure a quiet, distraction-free environment

CPPD can also help you prepare for:

- Recorded video interview responses

- Questions related to your coursework and experience
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4. How should I network?

Networking is an essential part of career development.

Recommended Strategies

- Attend in-person and virtual professional events
- Connect with attorneys and professionals in your target field
- Participate in informational interviews
- Observe court proceedings and consider shadowing opportunities

Informational Interviews

These are informal conversations where you can:

- Learn about a professional's career path
- Understand an organization or industry
- Ask for advice on developing your skills
- Gain insight into job search strategies

Professional Development Tip

Use social media platforms to expand your network:

- LinkedIn
- X (formerly Twitter)

These platforms allow you to:

- Connect with legal professionals
 - Learn about work history and interests
 - Identify potential opportunities
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Profile Maintenance Reminder

Ensure your professional profiles are up to date:

- Verify consistency with your resume
 - Include a professional headshot
 - Update your 12Twenty profile with:
 - Previous positions
 - Internships
 - Career interests
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Accessibility Notes

This document has been structured to improve accessibility:

- Clear heading hierarchy for screen readers
- Consistent formatting and spacing
- Descriptive links and lists
- Logical reading order

For best results, export this document as a **tagged PDF** with accessibility features enabled.