

OFFICE OF CAREER PLANNING & PROFESSIONAL DEVELOPMENT FREQUENTLY ASKED QUESTIONS

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. We provide individual advising and assessment, assistance on resumes, cover letters and mock interviews, offers and salary negotiation. We produce career development programming on a variety of topics. We also conduct outreach to law firms and organizations to provide you with networking, learning, and work opportunities. We are also here to help you identify the skills, values, and guiding principles that you will need to engage in the legal community.

CPPD's services are open to current students and FAMU Law graduates no matter the year of graduation. We routinely receive job postings for opportunities requiring bar licensure or additional years of post-grad experience. You can meet with our office in person or remote (over the phone or by Zoom). You can also continue uploading your resume to 12Twenty for review. To schedule an appointment with us, please visit <https://law-famu.12twenty.com/Login> or email our office at law.careers@famuedu.

2. What should I do if I do not have a summer internship?

For starters, you should still be looking for an internship. Students can still obtain summer internship opportunities in May and June. Please continue to check the job board in 12Twenty, and continuously check for opportunities in the Government Honors and Internship Handbook. You should also reach out to contacts that you made during the year and follow-up to see if those organizations need any assistance.

Secondly, non-profit organizations like legal aid societies, rely on volunteer assistance during the summer months. To the extent that you are searching for a way to gain experience, please consider contacting a non-profit or a legal aid society. Speak with their volunteer coordinator and ask about ways you can gain experience and hone your research and writing abilities.

Thirdly, consider working with an experienced professional drafting an article for publication in a journal or on an organization's website. Drafting an article and doing the research and analytical work that comes with drafting an article will help you develop your skills.

Invest time this summer researching new laws that are impacting the way our society works, consumers conduct business, and individuals socialize. As these emerging topics become more prevalent, the research and reading you conduct may be valuable to organizations that have not yet had an opportunity to delve into those issues.

You may also wish to check out information on law careers at the National Association for Law Placement's (NALP) website. NALP has research articles and links to great information on Bar Admission Required and JD Advantage careers. www.nalp.org

3. Can you help me prepare for an interview?

Absolutely! CPPD can meet with students in person over the phone or by Zoom for a mock interview that closely mimics the actual interview setting. Our office will review student documents including resume, cover letter, writing sample cover sheets, and transcripts to ensure student responses align with the position sought. After the mock interview has been completed, students will receive feedback helpful to their specific professional needs.

We will help you learn the nuances of interviewing in person or by video and give you tips and items to consider when interviewing. Regardless of whether your interview is in person or remote, you will have to think about your interview roadmap (plan for answering questions), your attire, arrival instructions, and environmental concerns. For video interviews you will have to pay extra attention to and plan for technical issues (always have a backup phone number to call just in case). We can also help you think of ways to respond to job opportunities when the organization asks you to upload a short video where you answer questions the organization poses to you.

We will also help you prepare for questions employers may have about your demonstrated interest, coursework, and your transcript.

4. How should I network?

Attending in person events or virtual events are always a good way to connect with the professional community. You should consider attending events with attorneys and other professionals (in your target industry). You should also consider taking advantage of informational interviews, observing court, and shadowing opportunities.

Informational interviews are informal conversations with a potential employer, a new contact, or someone from whom you could learn. During these conversations, you can ask a wide variety of questions. Try to learn about the person with whom you are speaking and what they like about their career path. You should also try to learn as much as you can about the organization, industry, and key players. You may wish to ask how to develop your skill set for opportunities in the field and get help with your job search materials. Attending court, or shadowing attorneys are also great ways of building your knowledge base by watching attorneys and judges in action.

Pro Tip: Try using social media to grow your network and obtain informational interviews. By using LinkedIn and X, students can connect to professionals in the legal field, while obtaining information on the professional's past work history, interests, and more.

Please update your profiles; make sure the profiles do not have any discrepancies with your resume; and ensure you have a professional headshot for your profile picture. Also, please update your profile in 12Twenty and include your previous positions/internships and other professional desires.