

## INTRODUCTION & HOURS

The Office of Professional Development is dedicated to helping you achieve your career objectives. We are committed to providing career services to all students regardless of career aspirations, class standing or any other criteria. Our goal is to assist you in the transition from law student to employed professional.

Topic areas covered through Professional Development materials, counseling appointments and programs include but are not limited to: resume and cover letter writing; job search strategies; networking skills; interview preparation; and non-traditional law career options. We plan and facilitate many programs designed to prepare you for your position after law school. However, most of our time is spent working with students on an individual basis. Individual counseling appointments enable us to formulate an appropriate course of action to allow each student to meet his/her goals.

**Regular Office Hours:** Monday through Friday, 8:30 AM to 5 PM. Evening hours are available by appointment.

**Office Staff:**

- **Heather Karns**, Assistant Dean for Law Career Services & Alumni Affairs (heather.karns@utoledo.edu)
- **Jessica Mehl**, Assistant Director of Law Career Services & Public Service Coordinator (jessica.mehl@utoledo.edu)
- **Ann Elick**, Alumni Administrator (ann.elick@utoledo.edu)
- **Donna Amstutz**, Secretary II (donna.amstutz@utoledo.edu)

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As our clients, you can expect knowledgeable and friendly service, prompt feedback and connections to employment opportunities.

In order to serve you better, we need and encourage your involvement in the following ways:

- Attend programs that relate to your area of interest and/or your class.
- Read, be aware of and follow ALL information contained in the Office of Professional Development Handbook.
- Check in with our office AT LEAST once a semester.
- Schedule an Exit Interview with the Office of Professional Development at the end of your final semester prior to graduation. (Mandatory)

Programs are offered by the Office of Professional Development throughout fall and spring semesters. Please watch for announcements on Symplicity, in e-newsletters and in e-mails from our office.

This handbook contains information applicable to all law students whether seeking employment with the aid of the Office of Professional Development, or on your own.



## COLLEGE OF LAW

THE UNIVERSITY OF TOLEDO

### Services Provided to Students and Alumni through The Office of Professional Development

- Resume Critiques
- Cover Letter Critiques
- Mock Interviews
- Job Postings via Symplicity
- On-Campus Interviews (students only)
- Group Resume Mail-Outs (students only)
- Programs/Panels on specific topics/areas of law
- Weekly E-Newsletter (students only)
- Job Search Strategy & Career Exploration Appointments
- Networking Opportunities
- Alumni Newsletter Connections (to other schools)
- Reciprocity Requests (for other schools)
- Accommodations for Phone Interviews & Video-Conferencing
- Availability of fax machine to send application materials

Many of these services can be provided through e-mail instead of (or in addition to) a one-on-one appointment. Contact our office ([lcs@utoledo.edu](mailto:lcs@utoledo.edu)) to set up an appointment or to learn more about these services.

### **The Office of Professional Development also maintains a variety of resources on the following topics:**

- Career Exploration/Planning & Job Search
- Government Opportunities
- Interviewing Materials
- Judicial Clerkships
- Martindale-Hubbell Directory
- Public Interest Law Information
- Private Practice Information
- Sample Resumes
- Solo Practice Information
- Specialty Area Information

**Additional resources can be found on our website: [www.utlaw.edu/career](http://www.utlaw.edu/career)**