

## Creating A Credential File For Your Job Search

We are trying something new this year to assist you in your job search. Every year our office struggles with getting students to meet resume deadlines. In order to make this process easier, we have set up a credential file for every law student. In each file we will keep copies of your resume, writing sample, transcript, and reference page. **It will be your responsibility to get these items to us in the beginning and to keep your resume up-to-date. You will also need to request your transcript from the registrar.** When you would like to submit your application to either an on-campus interview or resume collection, everything you need (except a cover letter) will be in your file. If an employer requires a cover letter, you will need to prepare one.

### **The procedure will be:**

On or before the deadline set by the employer, you will need to stop in and have your file pulled, take out the documents that you need, fill out our form by circling the employer(s) to whom you are submitting your application(s) and hand it to the Career Services Secretary. It's as simple as that!

**This file can also be used for your direct mailing to employers. If you need to send a resume, transcript or writing sample to an employer, you can use this file to make copies to send.**

### *Information needed in your file:*

*It is important to have your credential file up to date at the beginning of every semester.*

**10 copies of the following (you may need more as the year goes on but we will start with 10)**

K Resume on resume paper

K Law school transcript (on white copy paper is fine)

K Reference Page (3-4 names, title, place of employment, phone#) (paper should match resume paper)

K Letter/s of recommendation (optional)

### **One copy of the following:**

K Undergraduate transcript

K Writing sample (should not be more than 12 pages long)

K Signed release form to release information to employers

*(If an employer is interviewing on campus, they may want to look at your credential file)*

### **For your convenience:**

K Your disk with your name on it (optional)

*Be assured that all your materials will remain confidentially secure in the Office of Law Career Services credential file which will be locked when not in use.*

