



BOOT CAMP

BASIC TRAINING FOR LAWYERS

Get the Skills You Need to Successfully Compete in Today's Challenging Market

'13



REGISTER

Presented by
Committee on Career Advancement and Management
and
Committee on Law Student Perspectives

Special thanks to  **ExecComm**
What's your message to the world?



This two-day program provides recent law graduates and current law students with career planning information and skill building. This year's program will focus on helping you assess your skills, assess the market and get practice ready. Whether you are seeking a job at a large or small firm, government or public interest organization, hanging out your own shingle, or not sure what your next step should be, these sessions will provide information that will help you achieve success.

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New York Law Journal

AGENDA TUESDAY, OCTOBER 1, 2013

8:00 am - 8:30 am **Registration**

8:30 am - 9:30 am **The Job Search — From Those Who Have Been There**

Hear from five panelists, all of whom have dealt with many of the same challenges you are facing today. They graduated in the last few years, and all found employment through creative paths that did not include OCI. These panelists have found their way into rewarding legal careers in public interest, and small, mid and large firms. Hear their stories and leave with new ideas for your job search.

Speakers: **Deena Crimaldi**, Landman, Corsi, Ballaine & Ford PC, 2011 New York Law School Graduate; **Bernard Dufresne**, Advocates for Children of New York, Inc, 2011 Fordham Graduate; **Brian Farkas**, Goetz Fitzpatrick LLP, 2013 Cardozo Graduate; **Elan Mendel**, Shipkevich PLLC, 2010 Brooklyn Graduate; **Steven Pollack**, Paul Hastings, 2012 Touro Graduate

9:40 am - 10:50 am **Resume and Cover Letter Writing**

There are a lot of mixed messages out there on what constitutes a strong resume and cover letter and there are a range of good approaches. This session gives you access to the people who are responsible for choosing which resumes make it to the top of the pile. Hear from those in government, public interest, and law firms on what they look for so you can leave with solid tips to improve your resume and cover letter.

Moderator: **Susan Bainnon**, Associate Director of Alumni Career Services, Brooklyn Law School & Chair, City Bar Committee on Law Student Perspectives

Panelists: **Katie Calabrese**, Assistant Manager, Legal Personnel, Paul Weiss Rifkind Wharton & Garrison; **Robin Edwards**, Administrator of the Legal Hiring Unit, New York County District Attorney's Office; **Lynn Kelly**, Executive Director, City Bar Justice Center

11:00 am - 12:20 pm **An Insider's View: Breaking into Different Markets**

Get the scoop on breaking into jobs in government, public interest, small and mid size firms, large firm alternatives, and JD preferred careers. This program will move quickly, as you'll hear from four, two-person panels on what it's like to work in their field, so you can focus your energy on the right kind of job search.

Speakers: **Amy Altman**, Associate, Herzfeld & Rubin, P.C.; **Jamie Grosz**, Account Manager, HBO; **Jonathan F. Matthews**, Assistant Vice President, MetLife Legal Affairs, Anti-Money Laundering Compliance Unit; **Alice Morey**, Managing Attorney, City Bar Justice Center; **Natasha Nurse**, Legal Recruiter, Strategic Legal Solutions; **Todd Riegler**, Quinn Emmanuel; **Stuart Smith**, Director of Legal Recruitment, New York City Law Department; **Tammy Yeun**, Principal, Boundas, Skarzynski, Walsh & Black, LLC

12:20 pm - 1:20 pm **Career Conversations: Practice Area Forum**

Having trouble focusing your job search? Feel a little lost because you don't know enough about the roles and responsibilities of different attorneys? This forum is your opportunity to learn and network - move from table to table and meet attorneys from different practice areas. Attorneys from the following practice areas will be in attendance:

- Commercial Litigation
- Compliance
- Corporate
- Criminal Defense
- Criminal Prosecution
- Family
- Immigration
- Intellectual Property
- Labor & Employment
- Personal Injury
- Real Estate
- Technology,
- Trust & Estates

AGENDA THURSDAY, OCTOBER 3, 2013

8:00 am - 8:30 am **Registration**

8:30 am - 9:50 am **Your Communication Style — Asset or Danger Zone?**

Everyone brings something different to the table. In addition to your talent and your skills, you have innate aptitudes in the way you approach a conversation, listen for opportunities and position valuable ideas to others. In this session, you will take a brief “style assessment test” that will help you uncover your natural Personal Communication Style and learn to leverage that Style when communicating with others. In addition, you will learn to adapt your approach when communicating with different people. Finally, you will craft messages about yourself and your strengths and evaluate how your Style impacts the way you position yourself to others.

Speaker: Jay Sullivan, Managing Partner, Exec|Comm

10:00 am - 11:20 am **Putting Your Best Foot Forward – The Obvious and Subtle Ways to Make a Good Impression**

First impressions are crucial, and if not handled well, can also be last impressions. In this session, you will learn techniques to maximize your body language to manage how others perceive you in the first few minutes. You will also learn how to “break the ice” and engage in small talk. Finally, you will learn to ask the types of questions that show your intellect rather than expose your lack of knowledge in a particular substantive area.

Speaker: Jay Sullivan, Managing Partner, Exec|Comm

11:30 am - 12:50 pm **Utilizing Social Media in Your Job Search and Career Advancement**

These days, nearly everyone has a presence on social media, but after you’ve set up your profiles, joined some groups, and followed some people, what’s next? This panel will help you identify ways to use your LinkedIn and Twitter accounts strategically to make an impact on the people who matter most. Create a robust online presence that can play a vital role in your job search and beyond.

Moderator: Carole Post, Executive Vice President and Chief Strategy Officer, New York Law School

Panelists: Paula Edgar, Associate Director of Career Services, Seton Hall Law School and Chair, City Bar Diversity Pipeline Initiatives Committee; Alitia Faccone, Director of Marketing, McCarter & English, LLP; Evan Kelsay, Relationship Manager, LinkedIn

12:50 pm - 1:20 pm **Finale...Just Click Send!**

Network, network, network ... that’s the advice you’ve received. You know that informational interviews are one way to expand your network, but struggle with what to write to strangers. During the program, you will draft an informational request email and send that email at the end of the program.

Homework: Bring to this program the name and email address of one person whom you’d like to contact. This program will move very quickly, so you will need to come prepared to draft and “Just Click Send!”

Presenter: Courtney Fitzgibbons, Senior Director of Career Planning, New York Law School & Chair, City Bar Committee on Career Advancement & Management

REGISTRATION

Please register at www.nycbar.org/bootcamp2013 or fill the form below and mail to New York City Bar, 42 West 44th Street, New York, NY 10036, Attn: Marketing Department, or fax to 212.382.6760, or email to membershipservices@nycbar.org

- City Bar Members (\$29)
- Non-Members (\$99)*
- Free to students and alumni of sponsoring law schools

* Special Offer - the non-member registration fee includes a 1-year New York City Bar Membership.

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YEAR OF LAW SCHOOL GRADUATION (Actual or Anticipated)

EARLIEST YEAR OF ADMISSION

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Total Charged to Credit Card: \$

CREDIT CARD #

SECURITY CODE

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EXPIRATION DATE

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