

LIBERTY UNIVERSITY SCHOOL OF LAW
CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT

Resource Room Annotated Bibliography
Available for Checkout or Reference

Diversity

Dear Sisters, Dear Daughters: Words of Wisdom from Multicultural Women Attorneys Who've Been There and Done That (2000): Through letters to their sisters and daughters, 84 multicultural women attorneys serve as mentors. They offer practical advice and inspiration that can aid anyone on the road to a successful career.

Empowerment and Leadership: Tried and True Methods for Women Lawyers: This guidebook is a must-read for all woman lawyers concerned with work-life balance, leadership advancement, and network development.

The National Association of Women Lawyers Directory (2007-2008)

The National Association of Women Lawyers Directory (2008-2009)

The National Directory of Women-Owned Law Firms and Women Lawyers (2006-2007)

The Road to Independence: 101 Women's Journeys to Starting Their Own Law Firms (July 2011). This book is comprised of 101 letters from women who have taken the difficult step of setting up a law firm on their own either as solo practitioners or with others. It offers an array of practical tips for starting and growing such a law practice with the main focus being women in private practice.

The Woman Advocate (2010): A book filled with personal, inspiring stories, these first-hand accounts give practical advice for all women advocates in every stage of their careers.

Women-at-Law: Lessons Learned Along the Pathways to Success (2004): The author interviewed over 100 women lawyers of all ages, backgrounds, and lifestyles in a wide variety of practice settings nationwide to discover how women today are meeting the challenges of competing in an often all-consuming profession without sacrificing their desire for a multi-dimensional life.

General Job Search Guides

2006-Present NALP Directory of Legal Employers: NALP's most widely used Directory features information on more than 1,600 employers. The front of the book includes indexes by location, by practice area keyword, and by office size. This resource is also available online at www.nalpdirectory.com.

America's Greatest Places to Work With a Law Degree (1999): This book provides information on some of the best law firms and various other non-traditional employers nationwide. There is also information on what to do and what not to do when you first begin a job.

From Law School to Law Practice, The New Associate's Guide, 2nd Edition (1998): This book offers tips and suggestions on how to go about relating to clients, managing assignments, handling record-keeping, communicating with supervisors, learning about and adapting to life as a practicing attorney, and working toward long-term career business opportunities.

In-House Law Departments at the Top 500 Companies (2010): This resource covers the top 500 US companies based on their Fortune revenue rank and includes contact information for their in-house legal departments as well as the number of attorneys in their counsel.

Objection Overruled: Overcoming Obstacles in the Lawyer Job Search (2000): This book encourages lawyers to put their natural strengths to use in the job search. It is short, to the point, and loaded with helpful advice.

The Comprehensive Fellowship Guide, 2005-10: Includes hundreds of fellowship opportunities, plus detailed information on each opportunity, including fellowship type, title, and location; organization type and contact information; compensation; fellowship description; qualifications required; and application deadlines and procedures.

The Lawyer's Guide to Finding Success in Any Job Market (2009): A manual to surviving and thriving in the legal profession even during an economic downturn.

The Right Moves: Job Search and Career Development Strategies for Lawyers (2006): This book offers honest, practical advice about the legal market for both law students and graduates. Written by a lawyer with over 20 years of legal placement experience, Fontaine provides detailed information about every step of the job search process and unlocks the mysteries of hiring and promotion.

Vault Guide to the Top 100 Law Firms (2007): More than 16,000 associates ranked the most prestigious law firms in the nation and revealed their opinions about hours, diversity, compensation, and other essential details.

Government/Public Interest

Careers in National Security Law (2008): Provides information on national security careers, the benefits of working in this field, and possible job locations.

Fedlaw-Internships with Federal Legal Agencies (2007): A comprehensive list of internships in 35 states and the District of Columbia.

For the Prosecution: Internships with America's Prosecutors (2007): A comprehensive list of internships in 39 states.

Guide to America's Federal Jobs (2005): Discover the types of jobs available, how to find openings that fit your background, important terminology, how to make your application stand out, and much more.

Landing a Federal Legal Job: Finding Success in the U.S. Government Job Market (2011): This resource is aimed to provide you the edge in pursuing a U.S. government attorney or law-related position over your competitors as well as an understanding of the government's legal employment opportunities and hiring processes.

Lawful Pursuit: Careers in Public Interest Law (1995): Explores a wide array of career paths in public interest law and offers advice on setting goals and finding a job.

Legal Services Internships (2008): A comprehensive list of internship opportunities in 43 states and the District of Columbia.

So Goes a Nation: Lawyers & Communities (2000): Produced by New York Lawyers for the Public Interest and Fordham University School of Law, this 30-Minute video and "mini-textbook" explores three approaches to community lawyering.

The City/County Attorney Internship Book (2007): A comprehensive list of internships in 29 states and the District of Columbia.

The Congressional Internship Book (2005-2007, 2007-2009, & 2009-2011): Provides the only comprehensive resource for students seeking internships with members of Congress, Congressional Committees, and state or district offices serving constituents. This important resource provides information regarding contact people, internship experiences, majors desired, stipend availability and application procedures for nearly 300 members of Congress and Committees.

The Directory of Legal Aid & Defender Offices and Resources (2006): Includes more than 4,000 listings of addresses and key contact information, including civil legal aid and public defender offices in the United States and a brand new section on sentencing advocates and mitigation specialists.

The FBI Career Guide (2008): Inside information on getting chosen for and succeeding in one of the toughest, most prestigious jobs in the world.

Volunteer Summer Legal Positions (2007): Provides information on how to pursue the volunteer legal intern positions that will be available in the summer of 2007.

Washington Internships in Law and Policy (2007 & 2010): A comprehensive list of over 200 internship opportunities in Washington, D.C.

Interviewing/Networking

Beyond L.A. Law (1997): A compilation of 47 profiles of lawyers in a variety of traditional and alternative careers. The vignettes demonstrate the wide variety of options open to law graduates.

Building Career Connections: Networking Tools for Law Students and New Lawyers (2007): From a working definition of networking to step-by-step instructions on how to cultivate and maintain relationships, this book will help you build the connections you need to succeed.

Every Relationship Matters (2007): Learn how to harness the power of relationship—with yourself, clients, and colleagues—to help you define and achieve professional and personal success.

Guerrilla Tactics for Getting the Legal Job of Your Dreams (2008): This book covers every aspect of the job search process, from exploring the practice areas to conquering the large firm without stellar grades. An invaluable resource and job search guide.

High-Impact Interview Questions: 701 Behavior-Based Questions to Find the Right Person for Every Job (2006): This book offers the right mix of theoretical and practical to be a very usable, approachable book for all interviewers and trainers of interviewers. It provides the reader with a solid understanding of what competency-based behavioral interviewing is all about and why it yields more relevant information about a candidate's strengths and weaknesses.

How to Work a Room: The Ultimate Guide to Savvy Socializing in Person and Online (2000): The ability to build relationships is key not only to job search success—from informational interviewing to callbacks—but also to success as a lawyer. The author identifies roadblocks that prevent us from meeting new people, developing new contacts, and establishing connections that build personal and professional relationships.

Managing Your Legal Career: Best Practices for Creating the Career You Want (2010): This guide will assist incoming attorneys with establishing and managing a legal career. Sections of this book walk you through what to do before the job hunt begins, while you are looking, as you are sitting in the interview, once you are hired, and all the steps in between.

The First Five Minutes: How to Make a Great First Impression in Any Business Situation (1998): Students who are preparing for interviews and new associates who are honing social skills for client meetings will find that this book offers some helpful tips for making the best possible impression within the first five minutes of every encounter.

Judicial Clerkships

Behind the Bench: The Guide to Judicial Clerkships (2002): In this guide, author Debra Strauss draws on her substantial experiences as a former federal law clerk, director of judicial clerkships

at Yale Law School, and author of the NALP/ABA National Judicial Clerkship Study. Strauss explains all aspects of clerkships, the work that clerks do, and all aspects of the application process. (Note: This 2002 edition was published before the current judicial clerkship timing guidelines were in place.)

Federal Appellate Court Law Clerk Handbook (2007): This inside guide is intended to provide both an overview of clerkship responsibilities and a reference to assist clerks as they perform their jobs.

Federal District Court Law Clerk Handbook (2007): This guide walks clerks, aspiring clerks, and others through an introduction to the district courts and the people who work there.

Law Specialties

Business Lawyer's Handbook (1992): Provides a clearly written, comprehensive explanation of what lawyers who do not litigate for a living actually do—the nature of their work, the skills required, and an overview of career paths in business law.

Careers in Administrative Law & Regulatory Practice (2010): The authors of this resource hoped to relieve misconceptions or unnecessary anxieties about this field of law through sharing their collective experiences. This motivational piece will encourage anyone interested in this area of law practice.

Careers in Admiralty and Maritime Law (1993): ABA Career Series. Books in this series are designed to provide students with practical nuts and bolts information on choosing and following career paths in the practice of law.

Careers in Criminal Law (2010): This book seeks to give the reader insight into the type of person who will do well in a career in criminal law.

Careers in International Law (2001): Proves that “international lawyer” represents wide-ranging possibilities, not just one job description.

Entertainment Law Careers (1998): ABA Career Series. Books in this series are designed to provide students with practical nuts and bolts information on choosing and following career paths in the practice of law.

Family Law Careers (1998): ABA Career Series. Books in this series are designed to provide students with practical nuts and bolts information on choosing and following career paths in the practice of law.

Guide to Foreign Law Firms (Fourth Edition): This book provides contact information for firms located throughout the world.

International Directory of Lawyer Qualification (2008-2009): This comprehensive directory was originally developed by legal employers, legal professionals in academia, and other stake holders interested in having a guide to the very different educational and professional paths for

lawyers in major countries around the world. It covers the educational backgrounds, training experiences, and admission requirements of 36 major world countries.

International Opportunities Resource Guide (1999): Highlights the realities of an international law practice and the preparation needed to build a career in that area.

Internships in International Affairs (2008): A comprehensive list of internship possibilities for 2008.

Internships in International Affairs (2010): A comprehensive list of internship possibilities for 2008.

Introduction to Law Firm Practice (2010): Whether you're a law student interested in working in a law firm or a young lawyer or a law firm employer who wants to gain a better understanding of how a law firm operates, this guide will provide you with the ins and outs you need to help you navigate your way through a law firm and excel in your profession.

Official Guide to Legal Specialties (2000): Based on interviews with lawyers who enjoy their work. The guide incorporates interviews with 130 attorneys from private law firms of all sizes, solo practitioners, public interest organizations, and government agencies.

The Sports Internship Book (2010): A comprehensive list of sports internship possibilities for 2010.

Traditional Values in Action Resource Directory (1998): This unique resource highlights 7,400 organizations providing over 10,000 services including e-mail, website, publication and CEO indices.

Non-traditional

Beyond the Big Firm: Profiles of Lawyers Who Want Something More (2007): Profiles of more than thirty lawyers whose choices have led them to a wide variety of careers in law. This book challenges traditional assumptions about the range of possibilities available to law school graduates.

Changing Jobs: A Handbook for Lawyers in the New Millennium, 3rd Edition (1999): The major sections of this comprehensive book address career planning strategies, career identification, getting the offer, and career options.

Choosing Small, Choosing Smart: Job Search Strategies for Lawyers in the Small Firm Market (2005): Donna Gerson, an experienced career counselor, shares her expertise on the ins and outs of working in a small firm environment.

Lawyer's Career Change Handbook: More Than 300 Things You Can Do With a Law Degree (2002): Topics addressed by this handbook include problems and changes within the legal profession; career choices in and out of law; suggestions for creating career satisfaction;

alternative work arrangements; career and self-assessment issues; and effective techniques for resume-writing, informational interviewing, networking, and interviewing.

Nonlegal Careers for Lawyers (2003): Presents an overview of job options and job search methods for those considering nonlegal careers.

Should You Really Be a Lawyer? The Guide to Smart Career Choices Before, During & After Law School (2005): This book offers a variety of assessment tools, techniques, and exercises that will help students and lawyers make informed career choices.

The Complete Guide to Contract Lawyering: What Every Lawyer and Law Firm Needs to Know about Temporary Legal Services (2003): This book includes a step-by-step plan for lawyers considering temporary work. It also describes the issues and steps legal employers must address in hiring a contract lawyer.

The Human Rights Internship Book (2011): This handbook, compiled by Career Education Institutes, includes internship opportunities in the field of human rights.

Online/Social Media

Google for Lawyers: Essential Search Tips and Productivity Tools (2010): To assist you in being a more productive attorney, the co-authors of this book provide descriptive search and usage tips coupled with actual screen shots to help lawyers understand how to use Google's features to the fullest capacity.

Social Media for Lawyers: The Next Frontier (2010): This cutting-edge guide shows lawyers how to use a practical, goal-focused advance to social media.

The Lawyer's Guide to Practice Management Systems Software (2009): From an expert in the arena, read and learn how to successfully implement a practice management system in your law firm.

Virtual Law Practice: How to Deliver Legal Services Online (2010): As the legal market has shifted its methods of practice, this resource will explain alternative ways to practice law and provide more inexpensive legal services through the virtual world.

Private Practice

Endless Referrals (2006): In this fully revised and expanded edition, Bob Burg builds on his proven relationship-building principles to bring even more clients to your door and helps you attract only those who are interested in what you sell. He shows how to maximize your daily contacts, utilize your tools both online and off, leverage your relationships, and generate ongoing sales opportunities. Though written from a sales perspective, this book will help new lawyers build their clientele.

Flying Solo (2005): This comprehensive guide will help the solo practitioner survive by learning from the tips and advice that can easily be implemented into any solo or small-firm practice.

How to Build and Manage an Estates Practice (2008): Written as a “book of ideas,” you’ll find guidance on marketing, effective client communications, fee agreements, and ethics, including the updates to the ABA’s Model Rules of Professional Conduct and a complete analysis of the Department of the Treasury Circular 230 issued in 2005.

How to Build and Manage a Family Law Practice (2006): You’ll benefit from the author’s many years of experience as he shares a wealth of tips, techniques, forms, and checklists that will help shorten the learning curve for lawyers just starting out in family law and will enhance the knowledge of those with established practices.

How To Start and Build a Law Practice (2004): This book suggest techniques for getting started, identifying the right location, finding clients, setting fees, managing your office, maintaining an ethical and responsible practice, upholding your standards, and more.

Law Office Policy and Procedures Manual (2011): This new edition of an ABA bestseller includes everything you need to create a complete customized manual that can serve as a reference guide for your entire firm. CD-ROM also available in the resource room.

Lawyer’s Guide to Increasing Revenue (2005): Discover the factors that affect your law firm’s revenue production, how to evaluate them, and how to take specific action steps designed to increase your returns. CD-ROM also available in the resource room.

Lawyer’s Guide to Marketing on the Internet (2007): This book includes tools to transform your firm through proven online marketing strategies.

Legal Career Guide: From Law Student to Lawyer (2002): Offers step-by-step advice for planning a law career, executing a job search, and moving into the market.

Legal Services Internships (2010): This handbook, compiled by Career Education Institute, includes internships at private practice firms, both small and large.

Solo By Choice (2008): This book is dedicated to helping you become the lawyer you always wanted to be.

The National Directory of Women-Owned Law Firms and Women Lawyers (2004): An indexed guide to hundreds of names and specialties of women-owned law firms and women lawyers.

Winning Alternatives to the Billable Hour: Strategies That Work (2008): This helpful resource provides practical ways to add alternative billing methods into your practice.

Women Rainmakers’ Best Marketing Tips (2010): The material included in this book intends to help firms successfully plan and implement fresh and cost-effective marketing plans into their own practices.

Professional Development

Career Match (2007): This book takes you through a simple self-assessment quiz that will help you identify the type of work that will inspire and exhilarate you, determine the work environment in which you will thrive, and confirm the rightness of the path you are on—or help you find a better one.

Excellence in the Workplace: Legal and Life Skills (2007): Practical suggestions for making the transition from learning essential legal skills in law school to using and further developing them in practice. A succinct exposition of the law.

From Law School to Law Practice (2008): A unique book that sets forth accurately what is expected of the new associate when he or she enters the law firm setting.

How Good Lawyers Survive Bad Times (2009): This book is full of resources, tips, and tools to help you survive in the trying economic times whether you have lost your job, are trying to manage your firm, or need ways to function cheaper and faster.

It's About Time II: Examining Flexible Work Arrangements From the Attorney's and the Firm's Perspectives (2007): A study of part-time policies in Georgia law firms written from the Georgia Association for Women Lawyers.

Lawyer's Guide to Balancing Life and Work (1999): Proposes solutions for the lawyer who wants to achieve professional satisfaction without overdosing on a career. The book's sections focus on identifying lifetime patterns of behavior, evaluating current career status, and analyzing "how the law fits inside you, not how you fit inside the law."

Maximize Your Lawyer Potential (2009): Professionalism and Business etiquette for law students and lawyers.

Patterns & Practices: Measures of Law Firm Hiring, Leverage & Billable Hours in 2005 (2005): Do you know how your firm compares to others in your area or across the nation when it comes to actual and expected levels of hiring, summer program yields, and billable hours? Information is presented by firm size and office size as well as geographic area.

Redeeming Law: Christian Calling and the Legal Profession (2007): This book is a vital resource for reconceiving the theoretical foundations of law and gives practical guidance for maintaining integrity within a challenging profession.

Selling in Your Comfort Zone (2009): If you can acknowledge your need for improving your selling skills, this resource can be a useful tool to change your mindset and ability to utilize this important skill within your firm.

Survival Skills for Practicing Lawyers (1994): Presents a compilation of articles that addresses the essence of being a lawyer; getting and keeping clients; time and case management; effective delegation and supervision; and malpractice prevention/risk management.

The Curmudgeon's Guide to Practicing Law (2006) Offers practical and honest advice for surviving and thriving in a law firm, covering such information as billing, managing your assistant, drafting internal memos, dealing with clients, and building a law practice.

The Etiquette Edge: The Unspoken Rules for Business Success (2005): This book gives you the straight scoop on the most effective communication and behavior styles for negotiating the complex terrain of today's workplace.

The Lawyer's Career Management Handbook: Your Bridge to a Satisfying Career (2010): Each chapter provides a piece of advice for every step in a lawyer's career. It's an invaluable resource that can be read cover-to-cover or used as a reference to find a specific topic that is needed at a particular point or crossroad.

The Modern Rules of Business Etiquette (2008): This book is a valuable tool for all business professionals who recognize the important role interpersonal skills play in the success of their career, and their business.

The View from the First Chair (2009): This book provides a detailed, insightful work into the litigation process and the legal and psychological art of the lawsuit.

What Law School Doesn't Teach You...But You REALLY Need to Know (2000): Walton is popular for her lively writing style, and here she dispenses advice on everything from handling social events gracefully to working with support staff. The book includes a chapter focusing on success as a summer associate.

Booklets and Pamphlets

A Career in the Law: A Guide for Women Law Students

Before You Hit Send: Guidelines for Using E-mail Effectively for Job Search-Related Correspondence

Begin With a Successful Summer

Can We Talk? How to Get the Feedback You Need

Can We Talk? How to Provide Meaningful Feedback

Careers in Financial Services

Careers in Health Law and Life Sciences

Careers in Legal Publishing

Fair and Effective Interviewing

General Standards for the Timing of Offers and Decisions (2009)

Going In-House: A Guide for Law Students and Recent Graduates

Guide to Small Firm Employment

How-To's of Informational Interviewing

Insider's Guide to Interviewing: Insights from the Employer's Perspective

Interviewing Tips for Law Students with Disabilities and Employers Who Recruit Them

Judicial Clerkships in Brief

NALP 2010 Associate Salary Survey

Negotiating With Small Firms

Public Service Careers: Explore Your Options

Public Service Internships: Opportunities for All Law Students

Searching for an Alternative: A Law Student's Guide to Finding Non-Legal Jobs

Starting off in a New Direction: Job Search Strategies for Second-Career Lawyers

Successful Transition from Law Student to Lawyer

The Courts: An Excellent Place for Attorneys of Color to Launch Their Careers

Working With a Mentor

CCPD Reference Binders

Constitutional Law Internship Opportunities

Attorney Student Instructions

Judicial Clerkships

Professional Development

Public Service Law

Resumés and Correspondence (contains tips and samples)

United States Department of Justice