

# Job Search Pathfinder

## Important Contacts

[MSU Law Career Services Office \(CSO\)](#)

Make sure to contact your Career Services Advisor for assistance with any career questions you may have. In particular, those interested in summer paid positions out of the state of Michigan should contact their advisor for assistance identifying those positions.

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This guide is intended to provide students with resources that they can utilize in order to prepare for their job search. The resources contained herein provide assistance in preparing cover letters and resumes, as well as with locating information on the attorneys, firms, and agencies that students may be interviewing with.

If you find you would like additional assistance, contact the Reference Librarian on duty, or your Career Services Advisor in the CSO on the 3rd floor.

## Journals and Magazines

[ABA Student Lawyer](#) -- available in print in the Schaefer Law Library Periodicals section.

[Crain's Detroit Business](#) -- available in print in the Gast Business Library (basement level of MSU Law Building), as well as online.

[Michigan Lawyer's Weekly](#) -- available in print in the Schaefer Law Library Periodicals section.

## Websites

[MSU Law Career Network](#) -- use your MSU NetID to log in to view job postings.

[LinkedIn](#) -- professional network tool. Connect with potential employers and join groups from your practice area of interest to find out about events in your field.

[Martindale - Hubbell](#) -- browse lawyers and firms based on your practice interests. Also review current job listings.

[MSU Law Employment Resources links](#) -- if you're looking for jobs in states other than Michigan, or for a particular type of job, check the CSO recommended links.

[State Bar of Michigan Career Center](#) -- includes job postings submitted to Career Center, as well as positions posted on other websites.

## Where Else?

If you're looking to practice outside of Michigan, check with your planned jurisdiction's local bar association for websites and magazines specific to that geographic area.

Don't forget about your undergraduate institution, too! They may be able to help make local connections as well.

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## Lexis Nexis for Law Schools

With your Lexis Nexis student account, you can access “Career Help” on the front page of your Lexis Nexis student account. A number of documents may be of interest:

- ⇒ **Job Search Preparation Checklist** - use this to make sure you are doing everything you need to do in order to find that perfect job.
- ⇒ **Find Attorney Information** - use the Litigation Profile Suite in Lexis Advance to learn valuable information about who is interviewing you or who you met at a networking event.
- ⇒ **Legal Resume and Interview Tips** - this contains valuable tips on cover letters, email correspondence, and tips for a successful interview. Don't forget the “Thank You” note!

## Westlaw

With your Westlaw account, select the “Career Prep” tab on the Westlaw front page. Access attorney information, webinars, and a helpful guide containing interview and application suggestions.

- ⇒ **Career Prep Training** - access to information on online and on campus training sessions.
- ⇒ **Blueprints** - Westlaw's guide to research and interview preparation based on area of interest.
- ⇒ **Videos** - to prepare you for what happens after law school.

You can also use the **West Legal Directory** in WestlawNext to access information on firms and attorneys, as well as information on experts.

## Books - these can all be found in the MSU Law Library Reference Section on the first floor.

Enelow, W.S. & Kursmak, L.M. (2010). *Cover Letter Magic* (4th ed.). Indianapolis, IN: JIST Publishing, Inc. -- [HF 5383 .E4787 2010](#)

Kay, Andrea. (1997). *Resumes That Will Get You The Job You Want*. Cincinnati, OH: Betterway Books. -- [HF 5383 .K39 1997](#)

Parker, Yana. (1996). *The Resume Catalog: 200 Damn Good Examples* (Upd. ed.). Berkeley, CA: Ten Speed Press. -- [HF 5383 .P354 1996](#)

Rosenberg, A.D. & Hizer, D. *The Resume Handbook* (4th ed.). Avon, MA.: Adams Media. -- [HF 5383 .R67 2003](#)

Yate, Martin J. (2014). *Knock 'em Dead Cover Letters* (11th ed.). Avon, MA.: Adams Media. -- [HF 5383 .Y378 2014](#)

Yate, Martin J. (2014). *Knock 'em Dead Resumes* (11th ed.). Avon, MA.: Adams Media. -- [HF 5383 .Y38 2014](#)

## eBooks - these electronic books can be accessed from your MSU registered computer.

Bennett, S. (2005). *The Elements of Resume Style: Essential Rules and Eye-opening Advice for Writing Resumes and Cover Letters That Work*. New York, NY: Amazon Ipswich. -- [HF 5383 .B423 2005](#)

Dalton, S. (2012). *The 2-Hour Job Search: Using Technology to Get*

*The Right Job Faster*. Berkeley, CA: Ten Speed Press. -- [HF 5382.7 .D35 2012](#)

Enelow, W.S. & Kursmak, L.M. (2004). *Cover Letter Magic* (2nd ed.). Indianapolis, IN: JIST Publishing, Inc. -- [HF 5383 .E47 2004](#)

Whitcomb, S.B. (2010). *Resume Magic* (4th ed.). Indianapolis, IN: JIST Works. -- [HF 5383 .W46 2010](#)

Williams, L. (2009). *Readymade Job Search Letters* (4th ed.). London, England: Kogan Page. -- [HF 5382.7 .W55 2009](#)