

## PROFESSIONAL LEGAL RESEARCH

West has many resources you can use to find the job that is right for you, from the law-firm and career-related information on Westlaw® to the career services available at [lawschool.westlaw.com](http://lawschool.westlaw.com). Whether you are focused on finding a job with a specific firm or are still trying to determine which kind of career best suits you, West has the resources to help you. This quick reference guide briefly describes these resources and how to access them.

To begin searching for career resource information, go to [lawschool.westlaw.com](http://lawschool.westlaw.com) and click **Career Resources** at the top of the page. The Career Resources page is displayed.

### Browse Job Postings

Click **Browse Job Postings** in the right frame of the Career Resources page to view links to these helpful sites (Figure 1): Law Student Jobs Online, NALP Directory of Legal Employers, AttorneyJobs.com, and FindLaw® Career Center.

#### LAW STUDENT JOBS ONLINE

Law Student Jobs Online is an extensive database of information about positions available to law students. Whether you're looking for your first job out of school or general career information, Law Student Jobs Online can help. Click **Law Student Jobs Online** to display the sign-on page.

#### NALP DIRECTORY OF LEGAL EMPLOYERS

The NALP Directory of Legal Employers provides information on legal employers of all types—private practice, public service, government agencies, and corporations. Click **NALP Directory of Legal Employers** to access the directory, then use the directory's Quick Search and Advanced Search features to quickly find information on employers.

#### Category:

Sharpening Your Skills

For research assistance 24 hours a day, seven days a week, call the West Reference Attorneys at 1-800-850-WEST (1-800-850-9378) or click **Help** on Westlaw® for a live help session.

The screenshot shows the Westlaw Career Resources page. The top navigation bar includes links for HOME, WESTLAW® RESEARCH, TWEN®, WESTLAWREWARDS®, BOOKSTORE, and BAR/BRI™. Below this is a search bar and a 'GO' button. The main content area is titled 'Career Resources' and features a large orange banner for 'BROWSE JOB POSTINGS' with the subtext 'RESOURCES TO HELP YOU SUCCEED IN YOUR CAREER'. To the left of the banner is a sign-on section with fields for Username, Password, and Or Westlaw Password, along with a 'SIGN ON' button and a 'Remember me' checkbox. To the right of the banner are four promotional boxes: 'Law Student Jobs Online' (search thousands of summer associate and other positions), 'AttorneyJobs.com' (the #1 job site exclusively for attorneys), 'NALP Directory of Legal Employers' (NALP is the home for legal career professionals), and 'FindLaw Career Center' (legal job listings searchable by location, job type and practice area). On the far right, there are two more boxes: 'BROWSE JOB POSTINGS' (Find summer jobs or full-time new associate positions) and 'PREPARE TO INTERVIEW' (Westlaw Training. Learn to research prospective employers and earn WestlawRewards Points). At the bottom right, there is a 'JOB SEARCH STRATEGIES' box.

Figure 1. Career Resources page showing *Browse Job Postings* section

## ATTORNEYJOBS.COM

AttorneyJobs is an extensive database of positions—from entry-level to senior-level—for attorneys nationwide and abroad. It is a subscription-based product. As a law student, you benefit from a Westlaw discount when subscribing.

The AttorneyJobs database is updated daily so that you can search the most relevant legal jobs database for employment at law firms, corporations, government agencies, and nonprofits as well as for alternative legal jobs.

## FINDLAW CAREER CENTER

FindLaw has legal job listings that are searchable by job type and location. Click [FindLaw Career Center](#) to display the Law Career Center page.

## Job Search Strategies

Click [Job Search Strategies](#) in the right frame of the Career Resources page, then click [Register and Take Courses](#) to display the Welcome to West LegalEdcenter page. At the West LegalEdcenter®, you can take professional development courses that will help you in your job search. There is no charge for these courses. You can sign up for courses such as

- Networking for Job Opportunities
- Creating Job Opportunities in a Turbulent Legal Market
- The Practical Guide to Finding a Job in a Lousy Economy

## Using Westlaw

From information about the largest U.S. law firms to information about alternative legal careers, one of the best places to start gathering career information is Westlaw. To begin your research, type your personalized username and password or your Westlaw password in the appropriate text boxes in the left frame of the Career Resources page, choose **Westlaw** from the *Sign On to* drop-down list, and click **Sign On**.

To add the tabbed Career page (Figure 2) to your Westlaw interface, click **Add a Tab** at the top of any page. At the next page, click **Add Westlaw Tabs** to display a list of available tabbed pages. Select the **Career** check box under *General* and click **Add to My Tab Set**. To display the Career page, click its tab.

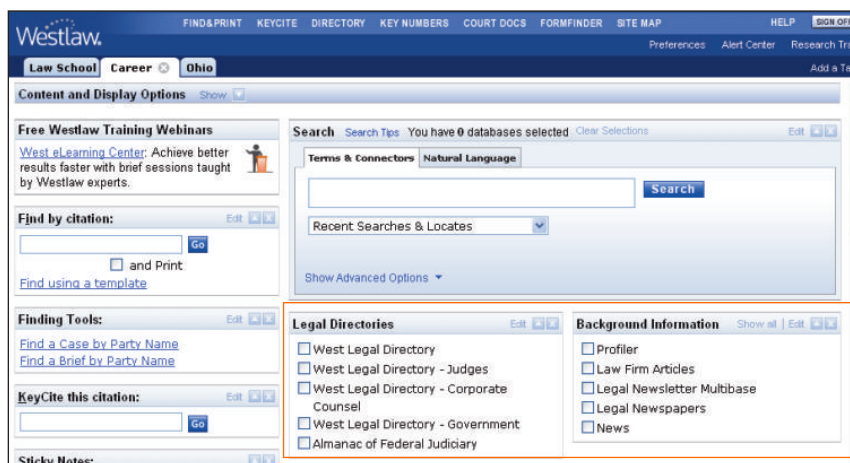


Figure 2. Career page

## WEST LEGAL DIRECTORY® (WLD)

The WLD database contains more than 1 million profiles of law firms and branch offices and biographical records of attorneys and judges in the 50 states, the District of Columbia, Puerto Rico, the Virgin Islands, Canada, and Europe. This material can help you locate where you want to apply, identify whom to call or write for additional information, and find contacts for networking and informational interviewing.

WLD databases are also available for individual jurisdictions and practice areas. At the Career page, you can type a Terms and Connectors or Natural Language search and then select one or more databases to search. The following chart lists selected WLD databases:

To retrieve information about	Access this database
attorneys and law firms in a specific state	West Legal Directory–Individual State (WLD-XX, where XX is a state’s two-letter postal abbreviation)
corporate law offices and counsel	West Legal Directory–Corporate Counsel (WLD-CORPCO)
federal, state, and local government law offices and counsel	West Legal Directory–Government Counsel (WLD-GOV)
judges in state and federal courts	West Legal Directory–Judges (WLD-JUDGE)

## LEGAL NEWSPAPERS AND NEWSLETTERS

Legal newspapers and newsletters are great places to search for additional information. You can access current information about attorneys, law firms, judges, and businesses, as well as the latest trends in hiring and employment. Useful databases at the Career page are

- **West Legal Directory–Law Firm Articles (WLD-ARTICLES)**, which contains articles on a variety of legal topics authored and submitted by law firms and attorneys listed in West Legal Directory
- **Legal Newsletter Multibase (LEGNEWSL)**, which contains all legal newsletters available on Westlaw
- **Legal Newspapers (LEGALNP)**, which contains all legal newspapers available on Westlaw
- **All News (ALLNEWS)**, which contains information from newspapers, magazines, newswires, trade publications, and transcripts of radio and television broadcasts

## CHOOSING A WESTLAW DATABASE

When you are unsure about which database to use, click **Directory** at the top of any page to access the Westlaw Directory, which lists the databases and services available on Westlaw. Browse the directory by clicking the links in the right frame; click a database name to access a database. Alternatively, type a short description of a database, e.g., **wisconsin law journal**, in the *Search the Westlaw Directory* text box and click **Search**. A list of database names and their identifiers is displayed. Click the name of the database you want to search.

## CASE LAW DATABASES

Case law databases are a good source of valuable information about specific judges, attorneys, firms, and trends in the law. To prepare for an interview, you can use these databases to familiarize yourself with cases that have been argued by the interviewing attorney or other members of his or her firm. To make your search more efficient, add one or more field restrictions to your search. Some of the most useful fields in case law databases are listed on the next page:

Field name/abbreviation	Contents of field	Sample query
attorney (at)	name of the attorney or firm representing the parties or participating in the appeal	at(eric /3 holder)
title(ti)	names of parties to the case, including first names and additional parties	ti("animal protection institute")
judge (ju)	name of the judge writing the majority opinion	ju(sotomayor)
court (co)	abbreviation for name of the court	co(cal.app)
synopsis (sy)	brief description of the facts and holding of the case	sy(medical /p mari*uana)
digest (di)	text of headnotes and the topics and key numbers under which the headnotes are classified	di(avoid! /p bankruptcy)

### GENERAL CAREER-RELATED INFORMATION

Westlaw databases can provide broad information to help you begin to zero in on the right career. Below are a few sample searches:

To retrieve	Access this database	Type
general career information for lawyers	National Law Journal (NLJ) and restrict your search to the prelim (pr) and title (ti) fields	pr,ti(career)
recent articles about salaries for first-year associates	NLJ and add a date restriction (da) to your search	first-year /s salary & da(aft 6/2008)
recent information about issues facing sole practitioners	Legal Practice Database (LAWPRAC) and restrict your search to the index field (in) and add a date restriction	in(sole) & da(aft 2008)
recent articles that discuss the availability of part-time legal employment	LAWPRAC and select the Natural Language search method and add a date restriction	part-time employment (work) and choose <b>This Year and Last Year</b> from the <i>Dates</i> drop-down list
information on recent legal developments in Ohio	Westlaw State Bulletins–Ohio (WSB-OH)	[a list of documents added to Westlaw in the last two weeks is automatically displayed]

### Career Guides

There are many excellent career guides available to help you in your job search. A few guides are listed below.

- K. Charles Cannon, *The Ultimate Guide to Your Legal Career: What Every Young Lawyer Must Know to Avoid the Mistakes and Maximize the Value of a Career in the Law* (2007)
- Gary A. Munneke & Ellen Wayne, *The Legal Career Guide: From Law Student to Lawyer* (5th ed. 2008).
- NALP, *The Official Guide to Legal Specialties* (2000).
- Natalie Prescott & Oleg Cross, *Nail Your Law Job Interview: The Essential Guide to Firm, Clerkship, Government, In-House, and Lateral Interviews* (2009)
- Debra M. Strauss, *Behind the Bench: The Guide to Judicial Clerkships* (2002).
- Kimm Alayne Walton, *Guerrilla Tactics for Getting the Legal Job of Your Dreams* (2nd ed. 2007).

For assistance using Westlaw, call 1-800-850-WEST (1-800-850-9378).  
For free reference materials, visit [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).