



Association of Corporate Counsel

Georgia Chapter

Career Enhancement Committee

**LAWst in Transition—Navigating Your Way Through  
the Job Market in Today's Economy**

May 27, 2009

**Handouts**

**Moderated by:** Anne Whitaker & Del Winn

**Hosted by** (and many thanks to the dedicated attorneys of):

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## **LAW**st in Transition—Navigating Your Way Through the Job Market in Today's Economy

2:00 – 2:05 Introductions

2:05 – 3:25 Panel Discussion

- Dennis McKinnie, Executive Director, Counsel On Call-Atlanta
- Anne Morgan, Career Management Consultant, Right Management
- Wendy Strassner, Strassner Search Consultants LLC
- Chuck Trense, Trense & Associates
- Jim Villwock, President and CEO, IEM Group, Inc.

Moderators: Del Winn & Anne Whitaker

3:25 – 3:30 Wrap up

3:30 – 4:00 Opportunity for individual meetings with panelists for Q&A

## **Dennis McKinnie, Esq.**

Mr. McKinnie is Executive Director of the Atlanta Office of Counsel On Call. He also manages COC's operations in Charlotte and Birmingham.

Prior to joining Counsel on Call, Mr. McKinnie founded and served as a Managing Director of Contrado Partners, LLC, a management consulting firm located in the Research Triangle area of North Carolina. He also participated in the founding of BridgeQuest, Inc., a software development firm. Immediately preceding the founding of Contrado Partners, Mr. McKinnie was Senior Vice-President, General Counsel of two publicly traded enterprise software companies. During his more than 20 years of law practice, Mr. McKinnie has served as Staff Counsel to the Supreme Court of the United States and was a part of the intellectual property litigation group of Powell Goldstein, LLP in Atlanta.

Mr. McKinnie is a graduate of the Cumberland School of Law of Samford University where he was on the Editorial Board of the Cumberland Law Review. Upon graduation from law school, he served as a judicial law clerk to the Honorable Janie Shores, Justice of the Alabama Supreme Court and then as Staff Attorney for the United States Court of Appeals for the Eleventh Circuit.

Mr. McKinnie is licensed to practice law in Georgia and Alabama. He is a member of the State Bar of Georgia, the Alabama Bar Association, and the Atlanta Bar Association. He is admitted to practice before most state and federal courts in Georgia and Alabama and is admitted before the Supreme Court of the United States.

## **Anne Morgan**

Anne Morgan is a Vice President, Talent Management Consultant with Right Management, a global human resource consulting firm. She is highly experienced in facilitating and coaching individuals and groups through diverse organizational learning processes including: *Career Management, Mentoring, Leadership Coaching and Development, and Retention Programs*. She has worked with professionals at all levels within a broad range of industries, and has worked with lawyers in career transition for many years.

Before joining Right 11 years ago, Anne was a Senior Partner with a firm she helped to establish. Additionally, she has a twelve-year background in financial services, and has served as Vice President and Financial Lending Officer/Sales and Marketing Specialist for Chase Manhattan Financial Services Inc.

Anne received her Bachelor of Arts in Applied Behavioral Sciences and has continued her studies in advanced professional development and continuing education programs. She is a certified practitioner and international facilitator for numerous leadership and team building programs.

She has served as a member and volunteer mentor with Georgia 100, a program of Mentor Exchange, Inc. She is an active member of the Human Resources Leadership Forum. Anne is an active speaker on managing career and life issues combined with stress management and life/work balance.

## **Wendy Strassner, Esq.**

**Wendy Strassner** is a legal search consultant with significant experience both in the practice of law and in the recruiting industry. After graduating from the University of Georgia School of Law in 1989, Wendy became a commercial real estate associate with a large Atlanta firm. She left the practice after five years to pursue a career in legal recruiting. In 1999, Wendy established Strassner Search Consultants with a view toward recruiting for corporate legal departments.

Wendy's clients include Delta Air Lines, AGL Resources and ADP, as well as several other companies of varying size. Wendy represents only corporate legal departments. Her clients value her ability to recruit more aggressively on their behalf as a result of this specialized representation, her thorough understanding of their business, corporate culture and hiring criteria, and her consistent presentation of candidates ideally suited to their needs. Her candidates likewise value her in-depth knowledge of her clients and her presentation of opportunities that meet the candidate's long-term career objectives.

## **Chuck Trense, Esq.**

Chuck Trense grew up in Atlanta, and is a graduate of the Marist School. He graduated from Vanderbilt University in 1987. Following his graduation from Vanderbilt and prior to law school, Chuck worked for four years (1987-91) as a corporate banker for Wachovia Corporation and C&S National Bank (n/k/a Bank of America) in Atlanta.

He attended the University of Alabama School of Law (1991-94), where he received the Dean's Award (1994) and was a member of The Bench & Bar Honor Society (1994). He was also *Chairman* of the John A. Campbell Moot Court Board (1993-94) and *Editor-in-Chief* of the Law & Psychology Review (1993-94).

Chuck associated with the Atlanta firm of Gray, Gilliland & Gold, at the time a fifteen attorney firm comprised largely of former Powell, Goldstein and Kilpatrick attorneys. Chuck practiced there for nearly two years as a corporate associate.

In June 1996, Chuck left the practice of law to join the Atlanta office of a national legal staffing company. In April 1997, Chuck established his own placement firm, Trense & Associates, Inc. Trense & Associates specializes in the recruitment and permanent placement of attorneys on behalf of highly selective law firm and corporate clients throughout the country. Chuck has placed attorneys with virtually every major law firm in Atlanta, as well as with several of Atlanta's most prominent companies.

Chuck remains active in the community. He served on the Board of Directors of the Dunwoody Homeowners Association (1995 – 2002), and served as its President (1999-2001). Chuck served as the President of the Atlanta Colt Youth Football Association (ACYA) at Murphey Candler Park in Atlanta (2004-05). He remains a member of that organization's Board of Directors. He also serves on the Executive Committee of the North Metro Football League, a youth football league that he helped to establish. Chuck enjoys coaching his children in various youth sports. Chuck and his wife of twenty (20) years, Cathy, live in Buckhead. They have a son, Charlie (age 12) and a daughter, Elizabeth (age 9). Both attend The Westminster Schools in Atlanta.



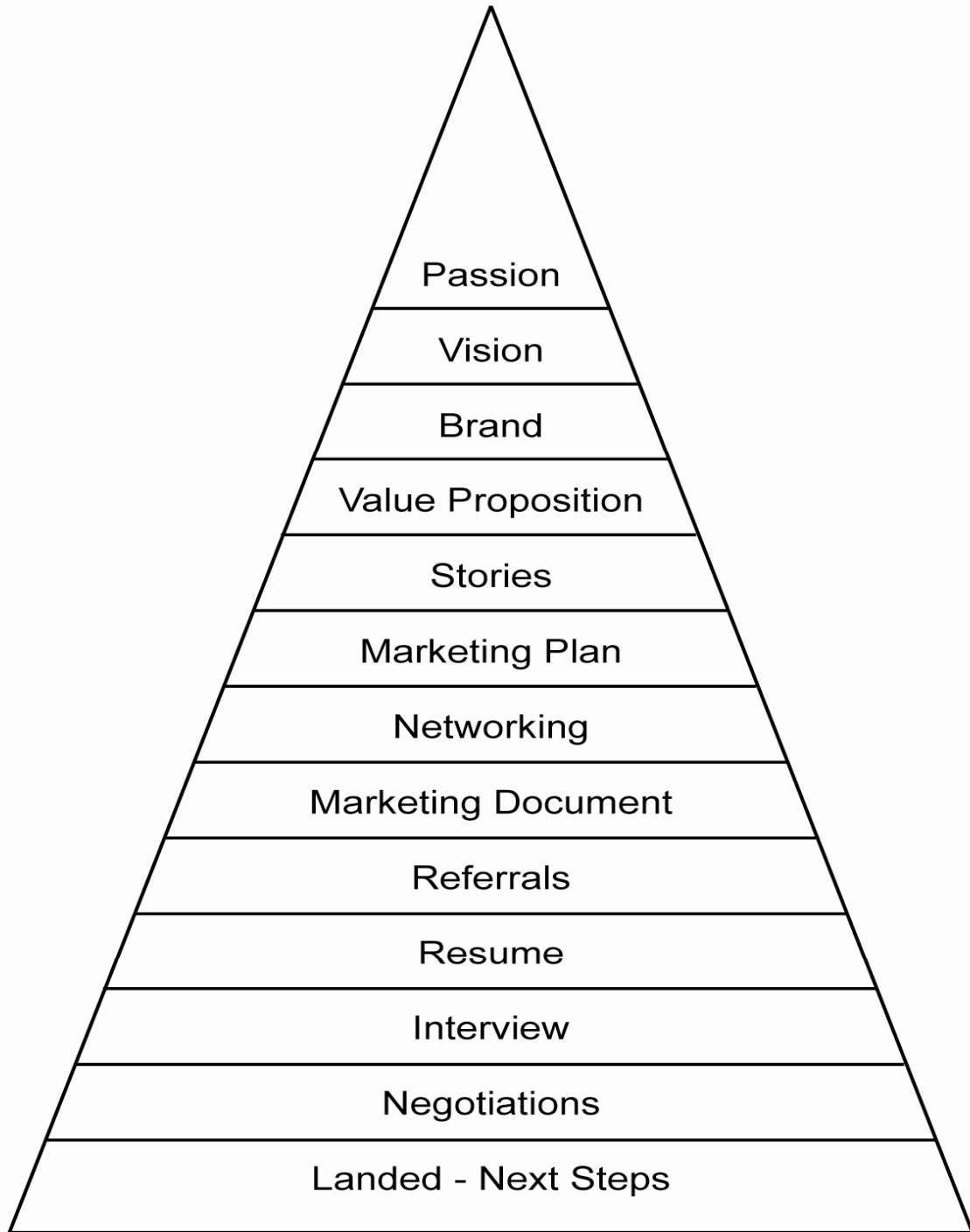
**Jim Villwock, President and CEO  
IEM Group Inc.**

Mr. Jim Villwock is a Senior Executive with 28 years experience in General Management, Finance/Treasury, and Global Supply Management. He has created and implemented paradigm shifts within Technology, B2B, and Logistics Products and Services Industries. Currently, Jim is the President and CEO of IEM Group, Inc. IEM is the Indirect Expense Management Company which focuses on putting cash back into the pockets of companies.

Mr. Villwock recently published his first book “Whacked Again” which provides a road map for executives to maximize their success, shorten the time between jobs, and control their own future. As these lessons apply to executives, they apply even more to those who dream of becoming tomorrow's executive. To learn more about “Whacked Again”, please visit the website, [www.whackedagain.com](http://www.whackedagain.com).

Jim just announced two seminars (semester class in two days) to help those trying to get jobs or customers in a competitive marketplace. To learn more, please visit either [www.competingforjobs.com](http://www.competingforjobs.com) or [www.competingforcustomers.com](http://www.competingforcustomers.com).

# ***Roadmap for Career Success***



## **Hierarchy of Transition Steps**

The Higher Your Value, The Higher the Required Steps

**Source: Whacked Again!**  
**[www.WhackedAgain.com](http://www.WhackedAgain.com)**

## **Guidelines for Candidates Working with Legal Recruiters**

It's important to establish some basic ground rules with whomever you decide to engage to assist you with professional career advice:

1. Have a clear understanding with your recruiter as to where they may and may not submit your resume. A responsible recruiter will clear it through you first before submitting your resume to a prospective employer. Work with recruiters who obtain your permission prior to sharing your resume with a third party.

2. Communicate clearly what you ARE and ARE NOT interested in. Be wary of any recruiter who pressures you to do something that you are not interested in doing. Make sure that whomever you select to work with respects your input.

3. Work with a recruiter who is willing to tell you as much about himself/herself as he/she is going to ask you to divulge about yourself. Frequently, a recruiter who was referred to you by someone you trust is a safer bet than one who runs the largest ad in the legal periodical to which your firm or company subscribes. Don't be afraid to ask for references from candidates and clients.

4. Establish a communications protocol that will maintain your confidentiality. Would you prefer to be contacted at home or at work? Do you prefer to be contacted via e-mail or cell? Ask whomever you are working with whether they've ever experienced breaches of confidentiality.

5. Ask questions of your recruiter. Why is there an opening? What is this person and firm like to work for? What type of billable hour pace do I need to maintain to have a realistic opportunity to make partner? What is the firm's reputation and track record when it comes to admitting eligible associates into the partnership? Is the firm profitable? What is it like to be a partner in the firm? Does the firm pay bonuses? If so, are they guaranteed or discretionary? The recruiter may not have all of the answers initially, but he or she can certainly endeavor to find out.

6. Make sure that whomever you work with is prepared to put your interest ahead of his or her own. Don't be afraid to test your recruiter's objectivity. Ask them to share with you their strengths and weaknesses with regard to assisting with your candidacy.

7. Make it a priority to work with a recruiter who is accessible and responsive to your needs. Career decisions are important. Your calls deserve to be returned. Your e-mail inquiries are worthy of a timely response.

8. Please be completely candid and forthcoming with your recruiter. Expect the same of him or her in return. If you are working with more than one recruiter or have conducted your own, independent search, let each recruiter know.

9. Keep tabs on where your resume has been sent, whether it is by you or someone else. It is your responsibility to play "traffic cop" to ensure that your resume is not sent to the same prospective employer twice. Such a *faux pas* can make everyone look bad.

10. Finally, if it sounds too good to be true, it probably is too good to be true! If you are not confident that you will enhance your career by making the move, then do not make it. Remember, the position that generates the highest fee for the contingency recruiter, may or may not be the best position for you.

## Interview Tips for Attorney Candidates

1. **Be Prepared.** Arrive prepared. Know as much about the position that you are interviewing for as possible. Research the firm or company and the individuals in advance of the interview.
2. **Be Punctual.** Arrive on time. If it appears as though you *might* be late, call in advance to let them know. Arrive properly groomed and attired. When in doubt, err on the side of formal as opposed to business casual.
3. **Act the part.** Give a firm hand shake when introducing yourself. Maintain eye contact throughout the interview. Project confidence and be self-assured. Relax and smile. There's nothing to be nervous about.
4. **Avoid talking too much.** Avoid talking about yourself too much. If the person you are interviewing with wants to talk, let them. Talk about what they want to talk about rather than what you want to talk about.
5. **Set expectations regarding progress.** Before the interview concludes, express interest in moving the process along toward the offer stage by asking, "What is the next step?", so that you set and manage expectations regarding progress toward an offer.
6. **Avoid taboo topics, including money.** Avoid talking about money or giving the impression that money is the motivating factor in your search. If you are under compensated, it may cast doubt on your worth as there will always be those who believe that "you get what you pay for". When asked what your salary expectations are, an appropriate response would be, "I expect to be paid commensurate with others who share my background, experience and credentials."
7. **Finish what you start.** Get the offer, even if it's not your ideal choice. Just because you receive an offer doesn't mean that you are beholden to accept it. Success begets success. Offers can create a sense of urgency among other prospective employers. They can also help set the table for other, more desirable offers.
8. **Say nice things.** Never disparage your current or past employer or offer up a "personality" mismatch with the person you work for as a reason for leaving. It will only serve to cast doubt on your own candidacy.

9. **Personal & Confidential.** Take the necessary steps to preserve the confidential nature of your search. Utilize personal e-mail and phones when communicating with prospective employers or recruiters during the search process. Avoid meeting in a place where you might be recognized by others from your current firm or company. Be careful -- many confidentiality breaches occur because the candidate confided information about their search to a “trusted” colleague, co-worker, or secretary.
  
10. **Mind your Manners.** A healthy dose of “please” and “thank you” will go a long way toward endearing you to your future employer. If meeting over lunch or dinner, etiquette matters. Follow up with a “thank you” note. While it may sound old fashioned, hand written notes are always better received than e-mails.

## “Quiz To Test Your Résumé Effectiveness”

By Joseph M. Hodowanes, President & Managing Director  
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This quiz provides you with the opportunity to rate your own résumé. What does your résumé say about you? Is your résumé style outdated? Does it “sell well” against the competition? Is the résumé compelling, attractive, and easy to read?

If you dare, test your résumé effectiveness by answering the short quiz that follows with yes or no answers. The quiz can't predict your job search success, but it can give you an idea whether you'll have a handicap to overcome or a head start. If, after reading the accompanying answers, you realize that your résumé falls short in two or more areas, it's time for reengineering your résumé. In our continuing effort to assist active job seekers, JMW offers a **complimentary résumé analysis**. To take advantage of this complimentary service, you may email your résumé to [jmwanes@jmwanes.com](mailto:jmwanes@jmwanes.com) with a subject line of “Résumé Analysis – Georgia ACC Member.” Good luck with this quiz.

### 1. Does your résumé start off with an objective statement? Yes \_\_\_\_\_ No \_\_\_\_\_

Most objective statements are the same as saying “I want.” Since employers are more interested in what you offer than what you want, describing the product “you” in terms of a profile or summary of qualifications is the way to go. If you use an objective statement at the top of your résumé, it has the potential of being too broad, too narrow or too self-serving.

### 2. Have you included a four to five sentence summary or impact statement at the top of your résumé? Yes \_\_\_\_\_ No \_\_\_\_\_

A summary or impact statement can act as a positioning statement. Strong positioning statements (also called summaries) will set the tone for the rest of your résumé. If it positions you incorrectly, your résumé becomes a handicap instead of an effective marketing tool.

### 3. Is your résumé too vague? Yes \_\_\_\_\_ No \_\_\_\_\_

Far too many résumés fail by making claims that are vague to the point of banality. Examples include: “results-oriented,” “fast learner,” and “energetic.” If your résumé reads like a politician's stump speech, start over. The above examples are considered “invisible phrases” and should be avoided.

### 4. Is your résumé too short? Yes \_\_\_\_\_ No \_\_\_\_\_

Brevity may be the soul of wit, and you won't win any prizes for droning on and on, but you're no longer required to cram your accomplishments onto a single sheet of paper. Excessive editing of a résumé tends to cut into muscle; you're left with company names and job titles but nothing about what you actually did.

### 5. Did you overstate your personal contributions? Yes \_\_\_\_\_ No \_\_\_\_\_

Here's a statement that illustrates the point: “Personally developed a plant expansion plan that improved capacity by 40% within two months.” Few achievements occur without multiple contributors. It doesn't diminish your role to acknowledge being a team player. This is a highly desirable characteristic sought after by most potential employers.

### 6. Does your résumé reflect a lack of hard numbers? Yes \_\_\_\_\_ No \_\_\_\_\_

Accomplishments need to be quantified whenever possible. Try dollars, ratios and percentages but whatever you do, use numbers. The fact is, as long as you're not giving away proprietary information, using hard figures is an excellent way to enhance the credibility of your résumé. They're definite, objective, and measurable. If your résumé doesn't have them, readers may infer that you didn't accomplish anything. To enhance the readability of a résumé, always write out figures

when talking about money. One-hundred-fifty-thousand-dollars doesn't jump off the page like \$150,000.

**7. Did you mention bonuses and awards?**

Yes \_\_\_\_\_ No \_\_\_\_\_

Creatively show that you have consistently received them, but never list dollar amounts of awards on your résumé. List company-wide productivity and quality awards, but not employee of the month awards. The latter is viewed suspiciously. People like to hire candidates who can give them a significant return on investment and time. Awards and bonuses are third-party endorsements that inform potential employers that you'll be a good investment.

**8. Is your résumé results-oriented?**

Yes \_\_\_\_\_ No \_\_\_\_\_

A résumé must be results-oriented; it verifies (use numbers to validate whenever possible) the payoff to the organization. Always focus on the result or impact your actions had on the organization. Don't be too general. If you increased productivity, how great was the increase? If you cut costs, tell by how much. A well-stated accomplishment will describe what you did and give a tangible measurement of its result to the company. Readers shouldn't have to ask how many, how much or how often.

**9. Does your résumé reflect a sense of progress and increasing responsibility?**

Yes \_\_\_\_\_ No \_\_\_\_\_

It's a sign of steady growth and increasing ability if past employers have recognized the individual and promoted him or her within the organization with some degree of frequency. How high up were you in each organization that you've worked for and how much responsibility did you enjoy before leaving?

**10. Did you thoroughly edit and proof your résumé?**

Yes \_\_\_\_\_ No \_\_\_\_\_

Ask any novelist or screenwriter and they'll say the same thing: a great piece of writing is 10 percent creation and 90 percent editing. Expect to rework your résumé extensively. Think of it as a living document, continually being polished and "spun" for its next outing. Proof your work obsessively. Get someone else with fresh eyes to proof it too. Use your PC's spell-checker but don't rely on it alone. Almost every résumé that contains typos will end up in the trash because these errors signal sloppiness.

**11. Have you listed too many jobs?**

Yes \_\_\_\_\_ No \_\_\_\_\_

A knockout factor that eliminates many applicants is citing too many jobs. This earns unsatisfactory grades from employers because it shows a restlessness that no employer can satisfy or a personality no employer cares to deal with, chronic lateness or absenteeism, or the three Ds: dishonesty, drinking, and drugs. One thing you can count on: readers aren't going to stop and ponder it. They'll stop reading because it makes them feel uneasy. It is, however, possible for resumes with too many jobs to survive the first cut and become contenders, but you need to show that you have more going for you than other job seekers. Employers forgive almost anything if you're young enough. If you're no longer young, they withhold forgiveness. As one employer put it, suppose someone has changed jobs four times in eight years; that's OK for a kid, but not for an older person without good, solid justification."

**12. Did you give a short synopsis of your previous employer's vital statistics?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If the organization's size and status or type of industry/product adds power to your credentials, use it.

Well, how did you do? If your résumé fell short in only one or two areas, congratulations. Your résumé is on the right track; you're not likely to be in a job search very long. If you have more than two areas, it's back to the drawing board or time to contact JMW.

Be sure to take advantage of the complimentary resume résumé analysis mentioned above! JMW

**Members in Transition Resource List**  
**ACC Georgia Chapter**  
**Career Enhancement Committee**

**Websites with Job Listings**

**American Corporate Counsel Association** ([www.jobline.acca.com](http://www.jobline.acca.com)) – Serving the professional needs of attorneys practicing in corporate legal departments and private sector organizations worldwide. The job database is searchable by state, country, and more than three dozen categories from ADR and antitrust to tax and transactions.

**American Bar Association** ([www.abanet.org/careercounsel](http://www.abanet.org/careercounsel)) – The ABA’s Career Counsel Section links with LegallyMinded, an online community serving the legal profession created by the ABA. It contains job postings as well as career-oriented articles and career advice pod casts.

**American Lawyer Media** ([www.LawJobs.com](http://www.LawJobs.com)) – Employment classifieds from a network of recruiters and legal publications, including its own — the Recorder, National Law Journal, and New York Law Journal. The site contains a rotating collection of career-oriented articles, surveys, and firm rankings.

**Law Crossing** ([www.lawcrossing.com](http://www.lawcrossing.com)) - A collection of active legal jobs. They monitor the hiring needs of over 1,200,000 legal employers.

**Attorney Jobs** ([www.attorneyjobs.com](http://www.attorneyjobs.com)) – This Thomson/West enterprise is a two-tiered subscription service that posts legal and law-related jobs with government agencies, courts, corporations, law firms, advocacy groups, and international organizations in the US and abroad. The site also offers a \$150/hour, phone-based career coaching service.

**eAttorney** ([www.eattorney.com](http://www.eattorney.com)) – A subscription-based employment service connecting lawyers, law students and law firms. Founded in 1996, eAttorney was among the first online legal recruiting sites for law students and lawyers. Its purchase five years ago put LexisNexis/Martindale Hubbell into the legal recruiting business.

**InsideCounsel** ([www.insidecounsel.com](http://www.insidecounsel.com)) – formerly known as Corporate Legal Times, Inside Counsel is a monthly magazine for in-house lawyers. Their website contains job postings you can access for free after registering online.

**FindLaw** (<http://careers.findlaw.com>) – a part of the West Group, FindLaw has a variety of services for lawyers including this site that contains job openings.

**iHireLegal.com** ([www.ihirelegal.com](http://www.ihirelegal.com)) - another legal job search site.

**Monster** ([www.monster.com](http://www.monster.com)) - contains legal and non-legal databases. Offers an overview of employers and several interfaces for job hunting. You can search by company name, location, discipline, industry, job title, or combinations of these.

**CareerBuilder** ([www.careerbuilder.com](http://www.careerbuilder.com)) - similar to Monster.

**Simply Hired** ([www.simplyhired.com](http://www.simplyhired.com)) – a job search site with legal and non-legal positions.

**Indeed** ([www.indeed.com](http://www.indeed.com)) – for all types of careers, this site claims to include all the job listings from major job boards, newspapers, associations and company career pages.

**Hound** ([www.hound.com](http://www.hound.com)) – again, a job-search engine with legal and non-legal positions.

**6FigureJobs** ([www.6figurejobs.com](http://www.6figurejobs.com)) - a network for legal and non-legal career opportunities that are all upper-level positions.

**EmplawyerNet** ([www.emplawyernet.com](http://www.emplawyernet.com)) – Subscription-based online job data for lawyers, law students, and paralegals. Members get email alerts when a posted job matches their search criteria. Jobs are gathered from a variety of online sources, legal newspapers, and directly from legal employers. Member discounts available to many law school alumni groups. Established 1991.

**Hieros Gamos** ([www.hg.org/employment](http://www.hg.org/employment)) – In ancient Greece, *hieros gamos* – or *hierogamy* – meant “holy wedding”. It’s an apt description for this encyclopedic marriage of all things legal. Founded by a law firm consortium in 1995, the site presents a wealth of posted legal jobs (domestic and international), links, and thoughtful, career-oriented material. There’s something here for anyone leaving a job, losing a job, changing careers or seeking alternatives. And it’s free; go to the tool bar and click on Employment Center.

**Womens Job List** ([www.womensjoblist.com](http://www.womensjoblist.com)) — Founded in 1999 for employers and job seekers dedicated to diversity and inclusion. The site, which breaks out jobs by more than three dozen professional categories (legal, among them), draws from thousands of employer classifieds posted every day on Craigslist. Free membership; members can sign up for email job alerts.

### **Atlanta Area Legal Recruiters:**

#### *Panelists:*

**Wendy Strassner – Strassner Search Consultants LLC** – [wstrass@bellsouth.net](mailto:wstrass@bellsouth.net)

**Chuck Trense – Trense Group** – [chuck@trense.com](mailto:chuck@trense.com); [www.trense.com](http://www.trense.com),

**Dennis McKinnie - Counsel On Call** – [dennis.mckinnie@counseloncall.com](mailto:dennis.mckinnie@counseloncall.com); [www.counseloncall.com](http://www.counseloncall.com)

#### *Others:*

**American Legal Search** - [www.americanlegalsearch.com](http://www.americanlegalsearch.com)

**Baird Legal Placement, LLC** – [www.bairdlegalplacement.com](http://www.bairdlegalplacement.com)

**BCG Attorney Search** – [www.bcgsearch.com](http://www.bcgsearch.com)

**Cambridge Professional Group** – [www.cambridgeprofessionals.com](http://www.cambridgeprofessionals.com)

**HIRECounsel** – [www.hirecounsel.com](http://www.hirecounsel.com)

**Hughes & Sloan, Inc.** – [www.hughesandsloan.com](http://www.hughesandsloan.com)

**Kelly Law Registry** – [www.kellylawregistry.com](http://www.kellylawregistry.com)

**LawStaff Group** – [www.lawstaffgroup.com](http://www.lawstaffgroup.com)

**Major, Lindsey & Africa** – [www.mlaglobal.com](http://www.mlaglobal.com)

**Matteson Partners** – [www.mattesonpartners.com](http://www.mattesonpartners.com)

**Partners Group** - [www.lateralattorneys.com](http://www.lateralattorneys.com)

**Special Counsel** – [www.specialcounsel.com](http://www.specialcounsel.com)

**West Highland Placement** – [www.westhighlandplacement.com](http://www.westhighlandplacement.com)

**Alternative Career Paths:**

**AlternativeLawyerJobs.com** ([www.alternativelawyerjobs.com](http://www.alternativelawyerjobs.com)) – job bank of in-house, law-related, non-legal and entrepreneurial jobs.

**Smith Hanley Associates, LLC** ([www.smithhanley.com](http://www.smithhanley.com)) – recruiters for non-legal jobs in specialized areas including marketing, capital markets, investment banking, insurance and pharmaceutical areas.

**Other Resources:**

**Attorney Resume** ([www.attorneyresume.com](http://www.attorneyresume.com)) - resume writing service.

**Dig Your Work** ([www.digyourwork.com](http://www.digyourwork.com)) - Ken Kuznia provides free job search teletrainings once a month that cover resumes, proactive job search strategies, and effective interviews. Although the trainings are not focused on attorneys, they do provide tools that can be easily utilized by lawyers seeking new positions. Dates for free trainings in 2009 are: Jan. 24, Feb. 21, March 28, April 25, and May 23. To register for the teletraining, email contact information to [Admin@DigYourWork.com](mailto:Admin@DigYourWork.com).

**Contact information for Ken** - [Ken@DigYourWork.com](mailto:Ken@DigYourWork.com)

**Unemployment benefits** for individuals in Georgia - [www.dol.state.ga.us/](http://www.dol.state.ga.us/)

**Georgia Lawyers' Assistance Program** - [www.gabar.org/programs/lawyer\\_assistance\\_program](http://www.gabar.org/programs/lawyer_assistance_program). This program is a confidential service provided by the State Bar to help its members with life's difficulties. To ensure confidentiality, the Bar contracts the services of **Families First Employee Assistance Program**, a Georgia based counseling agency for over 100 years. Services include assistance with stress, family problems, work-place conflicts, alcohol/drug abuse, psychological issues, legal problems, or financial issues. You can contact the LAP by calling 800-327-9631, or by e-mailing them directly at: [steve.brown@familiesfirst.org](mailto:steve.brown@familiesfirst.org).

**ACC Georgia Chapter Career Enhancement Committee:**

Jill Termini (co-chair)  
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## **SUGGESTED RESOURCES**

Georgia ACC Career Enhancement Committee's  
"LAWst in Transition - Navigating Your Way Through the Job Market in Today's Economy"  
May 27, 2009

### **Job Search, Interviewing and Résumé Writing**

Find the Job You've Always Wanted in Half the Time with Half the Effort: The Career Discovery System That Will Help You Land Your Dream Job in Weeks, Not Months, by Jeffrey J. Mayer

What Color is Your Parachute? 2008: A Practical Guide for Job-Hunters and Career-Changers, by Richard Bolles

Congratulations! You've Been Fired: Sound Advice for Women Who Have Been Terminated, Pink-Slipped, Down-Sized or Otherwise Unemployed, Emily Koltnow & Lynne S. Sumas

The Career Coward's Guide to Interviewing: Sensible Strategies for Overcoming Job Search Fears, by Katy Piotrowski

The Career Coward's Guide to Résumés: Sensible Strategies for Overcoming Job Search Fears, by Katy Piotrowski

The Career Coward's Guide to Changing Careers: Sensible Strategies for Overcoming Job Search Fears, by Katy Piotrowski

Knock 'Em Dead – The Ultimate Job Seeker's Handbook with Great Answers to Tough Interview Questions, by Martin Yate.

Résumés That Knock 'Em Dead, by Martin Yate

The Résumé Handbook, by Arthur Rosenberg & David Hizer.

The Résumé Kit, by Richard Beatty

Cover Letters that Knock 'Em Dead, by Martin Yate

The Perfect Résumé, by Tom Jackson

The Perfect Cover Letter, by Richard Beatty

Real Résumés for Legal and Paralegal Jobs, by Anne McKinney

The Résumé Doctor – How to Transform a Troublesome Work History Into a Winning Résumé, by John J. Marcus

## **Negotiating**

Getting to Yes, by Roger Fisher & William Ury

Difficult Conversations: How to Discuss What Matters Most, by Bruce Patton, Doug Stone & Sheila Heen

The Last Word, by Carolyn Warner

You Can Negotiate Anything, by Herb Cohen

## **Alternatives to Legal Careers**

Unhappy Lawyer: A Roadmap to Finding Meaningful Work Outside of the Law, by Monica R. Parker (July 2008)

Running From the Law: Why Good Lawyers Are Getting Out of the Profession, by Deborah L. Arron.

What Can You Do With a Law Degree? A Lawyer's Guide to Career Alternatives Inside, Outside & Around the Law, Fourth Edition, by Deborah L. Arron. .

The Lawyer's Career Change Handbook: More Than 300 Things You Can Do With a Law Degree, by Hindi Greenberg.

Life After Law: Second Careers For Lawyers, by Mary Ann Altman

Changing Jobs – A Handbook for Lawyers, by American Bar Association's Young Lawyers Division (Call 1-312-988-5522)

Alternative Careers for Lawyers, by Hillary Mantis

The Complete Guide to Contract Lawyering, by Deborah L. Arron & Deborah Guyol

## **General – for Managing Your Career to Keep Up with the Times**

Shark Proof – Get the Job You Want, Keep the Job You Love...in Today's Frenzied Job Market, by Harvey B. Mackay

Rites of Passage at \$100,000: The Insider's Lifetime Guide to Executive Job-Changing and Faster Career Progress, by John Lucht

Cold Calling Techniques (That Really Work), by Stephan Schiffman

Seven Habits of Highly Effective People, by Stephen R. Covey

Deciding Who Leads – How Executive Recruiters Drive, Direct & Disrupt the Global Search for Leadership Talent, by Joseph Daniel McCool

Wacked Again! Secrets to Getting Back on the Executive Saddle, by Jim Villwock