



AUGUST 7, 2008

## SAN DIEGO CHAPTER OF ACC

# ALTERNATIVE CAREERS FOR CORPORATE COUNSEL

PRESENTED BY  
DANIEL SWEENEY & RENEE LOHEED

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*Julio Iglesias*



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## WHY PURSUE AN ALTERNATIVE CAREER PATH

- BURNOUT
- DISILLUSION
- DESIRE FOR NEW CHALLENGES
- MARKET DYNAMICS
  - SLOW DOWN
  - TOO MANY ATTORNEYS
    - 1,143,358 ATTORNEYS IN 2007
    - 43,518 JD'S AWARDED OVER LAST ACADEMIC YEAR

## WHAT YOU BRING TO THE TABLE

- IN-DEPTH ANALYSIS
- ORGANIZATION
- WRITING SKILLS
- CREATIVITY
- COUNSEL
- ABILITY TO RESEARCH DIFFICULT ANSWERS

## WHAT YOU BRING TO THE TABLE (CONT.)

- PUBLIC SPEAKING SKILLS
- POWERS OF PERSUASION
- KNOWLEDGE OF THE LAW
- KNOWLEDGE OF THE LEGAL SYSTEM
- EXPERIENCE IN THE CORPORATE STRUCTURE

## ALTERNATIVE CAREERS

### NON-TRADITIONAL LEGAL CAREERS:

- CONTRACT ATTORNEY
- LEGAL RESEARCH & WRITER
- CONTRACT ADMINISTRATOR
- COMPLIANCE OFFICER
- MEDIATOR
- EXPERT/CONSULTANT
- LEGAL AUTHOR/JOURNALIST

## ALTERNATIVE CAREERS (CONT.)

### ACADEMIC CAREERS:

- TEACHER/PROFESSOR
- ADMINISTRATION
  - GRANTS SPECIALIST
  - CAREER COUNSELOR
  - FINANCIAL AID SPECIALIST
  - ADMISSIONS OFFICER
  - STUDENT/ALUMNI SERVICES

## ALTERNATIVE CAREERS (CONT.)

### BANKING AND FINANCIAL CAREERS:

- FINANCIAL PLANNER
- CREDIT EXAMINER
- TRUST ADMINISTRATOR
- MUTUAL FUND ADMINISTRATOR
- TRUST EXAMINER (FDIC)
- SECURITIES EXAMINER (SEC & STATE AGENCIES)

## ALTERNATIVE CAREERS (CONT.)

### HUMAN RESOURCES CAREERS:

- HR DIRECTOR
- COMP & BENEFITS SPECIALIST
- INDUSTRIAL RELATIONS SPECIALIST
- INTERNATIONAL HR SPECIALIST
- DIVERSITY PROGRAM SPECIALIST
- RECRUITER

## ALTERNATIVE CAREERS (CONT.)

### NON-PROFIT CAREERS:

- ORGANIZATION DIRECTOR
- CHIEF LEGAL OFFICER
- STAFF ATTORNEY
- GRANT WRITER
- FUND RAISER
- COMMUNICATIONS/COMMUNITY OUTREACH

## ALTERNATIVE CAREERS (CONT.)

### GOVERNMENT & POLITICAL CAREERS:

- LAW ENFORCEMENT/COMPLIANCE OFFICER
- AIDE/ANALYST
- FOREIGN SERVICE OFFICER
- CAMPAIGN MANAGER
- ACTIVIST/ORGANIZER
- ELECTED OFFICIAL

## ALTERNATIVE CAREERS (CONT.)

### SALES CAREERS:

- REAL ESTATE BROKER
- LEGAL SERVICES REPRESENTATIVE
- FINANCIAL SERVICES REPRESENTATIVE
- EXECUTIVE SALES REPRESENTATIVE

## WHICH WAY TO GO?

- WHAT DO YOU REALLY WANT TO DO?
- WHAT DO YOU DO WELL?
- WHAT'S MOST IMPORTANT?
  - MONEY VS. LIFE BALANCE
  - SATISFYING WORK/MAKING A DIFFERENCE
  - GOLF VS. DAYTIME TELEVISION
- PERSONALITY TESTS
  - MYERS BRIGGS TYPE INDICATOR
  - KERSEY TEMPERAMENT SORTER
  - STRONG INTEREST INVENTORY



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### FIRST STEPS

- RESEARCH THE INDUSTRY
- FOLLOW THE CLASSIFIEDS
- NETWORKING...

## WORKING THAT NETWORK

- WHO DO YOU KNOW AND WHO'S IN THEIR NETWORK?
- ELEVATOR SPEECH
- INDUSTRY ORGANIZATIONS
- VOLUNTEERING AND COMMUNITY OUTREACH
- ALUMNI CONNECTIONS
- REACHING OUT TO NEW CONTACTS
- RECIPROCATE!
- USE PERSONAL & PROFESSIONAL NETWORK
- KEEP RELATIONSHIPS ALIVE



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### WHERE TO START LOOKING

- [WWW.MONSTER.COM](http://WWW.MONSTER.COM)
- [WWW.CAREERBUILDER.COM](http://WWW.CAREERBUILDER.COM)
- [WWW.USAJOBS.COM](http://WWW.USAJOBS.COM)
- [WWW.SPB.CA.GOV](http://WWW.SPB.CA.GOV)
- [WWW.IDEALIST.ORG](http://WWW.IDEALIST.ORG)
- [WWW.INDEED.COM](http://WWW.INDEED.COM)

## RESUME DO'S

- CLEAR, CONCISE AND IN A LOGICAL ORDER
- BE SPECIFIC RE: JOB RESPONSIBILITIES
- FIRST PERSON, OMIT THE "I"
- KEEP VERB TENSE CONSISTENT AND USE ACTION VERBS
- EXPERIENCE FIRST, EDUCATION SECOND
- LIGHT ON EDUCATIONAL CREDENTIALS, UNLESS IT REALLY MATTERS
- TAILORED FOR THE OPENING
- QUANTIFY AND QUALIFY
- HAVE SOMEONE ELSE PROOFREAD

## RESUME DONT'S

- PERSONAL INFORMATION
- HOBBIES AND INTERESTS (NO MATTER HOW COOL)
- REFERENCES
- OBJECTIVE
- SILLY EMAIL ADDRESS
- FANCY FONTS AND PAPER
- TRY TO LIMIT TO TWO PAGES IF POSSIBLE

## SPECIAL ALTERNATIVE CAREER RESUME RULES

- EMPLOY A FUNCTIONAL/TARGETED FORMAT
  - “QUALIFICATION SUMMARY”
  - “EXPERIENCE HIGHLIGHTS”
  - “EMPLOYMENT HISTORY”
  - “EDUCATION”
  - “COMMUNITY INVOLVEMENT”
- FOCUS ON YOUR TRANSFERABLE SKILLS



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## CRAFTING EFFECTIVE COVER LETTERS

- KEEP TO ONE PAGE, WITHOUT EXCEPTION
- ADDRESS YOUR INTEREST IN THE ALTERNATIVE POSITION
- CONCISELY STATE WHY YOU WOULD BE AN ASSET
- EXPAND UPON OR EXPLAIN YOUR RESUME
- CLOSE BY KEEPING THE BALL IN YOUR COURT

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## THE INTERVIEW

- PREPARATION
  - RESEARCH THE COMPANY, THE INDUSTRY AND YOUR INTERVIEWER
  - RESEARCH ANY POTENTIAL CONTACTS
  - REFRESH YOUR MEMORY ABOUT WHAT'S IN YOUR RESUME
  - COME WITH A HANDFUL OF ASTUTE QUESTIONS TO ASK
  - MASTER A FEW BRIEF STATEMENTS/QUOTES FROM REFERENCES
  - BE PREPARED TO ANSWER BEHAVIORAL QUESTIONS:
    - "DESCRIBE A TIME WHEN..."
    - BEHAVIORAL QUESTIONS AND COMPANY VALUES

## THE INTERVIEW (CONT.)

- PREPARATION (CONT.)
  - BE PREPARED TO ANSWER STANDARD INTERVIEW QUESTIONS
    - WHY DID YOU LEAVE YOUR LAST JOB?
    - WHAT SETS YOU APART FROM YOUR PEERS?
    - GREATEST STRENGTHS AND WEAKNESSES?
    - IN WHAT AREAS OF YOUR PROFESSION DO YOU EXCEL?
    - SHARE ANY COST SAVINGS INITIATIVE YOU'VE GENERATED?
    - DESCRIBE YOUR COMMUNICATION SKILLS

## THE INTERVIEW (CONT.)

- PREPARATION (CONT.)
  - BECOME THE INTERVIEWER (PREPARE QUESTIONS TO ASK)
    - WHAT CHARACTERISTICS ARE YOU LOOKING FOR IN THIS ROLE?
    - WHAT DO YOU PERCEIVE AS YOUR GREATEST CHALLENGES?
    - DESCRIBE THE COMPANY'S MOST SUCCESSFUL INDIVIDUALS
    - WHAT DISTINGUISHES THE COMPANY FROM YOUR COMPETITORS?
    - WHAT DO YOU ENJOY ABOUT WORKING WITH THE COMPANY?
    - WHAT ARE THE NEXT STEPS?

## THE INTERVIEW (CONT.)

- INTERVIEW TO GET AN OFFER!
- POSITIVE AND FLEXIBLE ATTITUDE
- BE ENERGETIC AND ENGAGED
- FOCUS ON THE INTERVIEWER, THE COMPANY AND THE POSITION
  - ELIMINATE SELF INTEREST FROM THE INITIAL INTERVIEW
- ANSWER QUESTIONS WITH SPECIFIC EXAMPLES OF PAST SUCCESSES
- FOCUS ON HOW YOUR SKILLS ARE RELEVANT TO THE POSITION
- SEND A THANK YOU NOTE AFTERWARDS – STAND OUT
- FOLLOW UP

## DEALING WITH RESISTANCE

- RESISTANCE IS COMMON, SO EXPECT AND PREPARE TO ANSWER:
  - “YOU HAVE NO DIRECT EXPERIENCE”
    - FOCUS ON TRANSFERABLE SKILLS
  - “I DON’T KNOW IF A LAWYER WOULD FIT IN HERE”
    - FOCUS ON CONSENSUS BUILDING EXPERIENCES
  - “WHY WOULD AN ATTORNEY WANT TO STOP PRACTICING”
    - FOCUS ON YOUR EXCITEMENT ABOUT YOUR NEW FIELD
  - “THIS IS JUST A STOP-GAP UNTIL YOU FIND AN ATTORNEY POSITION”
    - FOCUS ON YOUR COMMITMENT TO THE ROLE



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GOOD LUCK!!!

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## PRINT RESOURCES

- WHAT CAN YOU DO WITH A LAW DEGREE. ARRON, DEBORAH
- RUNNING FROM THE LAW. ARRON, DEBORAH
- BREAKING TRADITIONS: WORK ALTERNATIVES FOR LAWYERS. KILLOUGHEY, DONNA
- JD PREFERRED! LEGAL CAREER ALTERNATIVES. HERMANN, RICHARD
- NON-LEGAL CAREERS FOR LAWYERS. MUNNEKE, GARY & HENSLEE WILLIAM
- ALTERNATIVE CAREERS FOR LAWYERS. MANTIS, HILLARY
- LIFE AFTER LAW: SECOND CAREERS FOR LAWYERS. ALTMAN, M.A.

## ONLINE RESOURCES

- TRANSITIONING WEBSITES:
  - [WWW.CAREERCHANGEABILITY.COM](http://WWW.CAREERCHANGEABILITY.COM)
  - [WWW.VAULT.COM](http://WWW.VAULT.COM)
  - [www.leavingthelaw.com](http://www.leavingthelaw.com)
- LEGAL MARKET STATISTICS:
  - [www.abanet.org/marketresearch/resource.html](http://www.abanet.org/marketresearch/resource.html)
- LEGAL RESEARCH & WRITING FIRMS:
  - [www.nlrg.com](http://www.nlrg.com)
  - [www.touchstonelegalresearch.com/](http://www.touchstonelegalresearch.com/)

## ONLINE RESOURCES (CONT.)

- PERSONALITY TESTS
  - [www.myersbriggs.org](http://www.myersbriggs.org)
  - [www.keirsey.com](http://www.keirsey.com)
  - [www.cpp.com/products/strong/index.asp](http://www.cpp.com/products/strong/index.asp)
- RESUME EXAMPLES
  - [www.gradview.com/pdf/functional\\_resume.pdf](http://www.gradview.com/pdf/functional_resume.pdf)
  - [www.missouribusiness.net/career/ex\\_targeted\\_resume.asp](http://www.missouribusiness.net/career/ex_targeted_resume.asp)



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### ABOUT YOUR PRESENTERS

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Daniel is Exclusively Legal's Attorney Team Specialist and is responsible for all recruitment, placement and management of Exclusively Legal's document review teams. Daniel practiced in civil litigation for eight years before joining Exclusively Legal. Daniel is a graduate of Florida State University and the University of Florida, College of Law.

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Renee is Exclusively Legal's Regional Managing Director and oversees all of Exclusively Legal's activities, including it's document review teams. Renee spent ten years in law firms and corporate legal departments before embarking on her twenty-year career in legal staffing, including seventeen years with Exclusively Legal.

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## EXCLUSIVELY LEGAL LOCATIONS & CONTACT INFO

### SAN FRANCISCO

530 DAVIS STREET  
SAN FRANCISCO, CA 94111  
415.856.0899

### LAS VEGAS

701 BRIDGER AVENUE, STE. 130  
LAS VEGAS, NV 89101  
702.732.7510

### SAN DIEGO HEADQUARTERS

402 W. BROADWAY, 25TH FLOOR  
SAN DIEGO, CA 92101  
619.595.0440  
800.388.1178

### LOS ANGELES

515 S. FLOWER STREET, 36<sup>TH</sup> FLOOR  
LOS ANGELES, CA 90071  
213.489.0144

### ORANGE COUNTY

1201 DOVE STREET, STE. 600  
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