



Alison Monahan: Welcome back to The Law School Toolbox podcast. Today, we're talking with ex-BigLaw recruiter, Sadie Jones, about some of the most common issues and questions we see in the law student job search. Your Law School Toolbox host today's Alison Monahan, and typically I'm with Lee Burgess. We're here to demystify the law school and early legal career experience so that you'll be the best law student and lawyer you can be.

We're the co-creators of the [Law School Toolbox](#), the [Bar Exam Toolbox](#), and the career related website [CareerDicta](#). I also run [The Girl's Guide to Law School](#). If you enjoy the show, please leave a review or rating on your favorite listening app. And if you have any questions, don't hesitate to reach out to us. You can always reach us via the [contact form](#) on LawSchoolToolBox.com, and we would love to hear from you. And with that, let's get started.

Welcome back to The Law School Toolbox podcast. Today we're talking with ex-BigLaw recruiter, Sadie Jones, to discuss some of the most common issues and questions we get about the law student job search. So welcome, Sadie.

Sadie Jones: Thanks for having me.

Alison Monahan: My pleasure. Thanks for joining us. Well, one of the most common issues we get asked about is from people who just really aren't sure exactly what they want to do. So, this is pretty common. How can people start figuring this out? And is it okay to apply to a summer associate position, for example, if you're not really sure that's what you want to do long-term?

Sadie Jones: Absolutely. I actually think it's great to go into a summer application or a summer position, open to try different things. I also think it depends whether you're a 1L or 2L. So, 1L year I think is just very open, and as we talked about before, you really should take the best kind of position, the best experience you can find, and I don't think it really matters what area you're working in. As a 2L, if you want something like BigLaw, then it is really important to try to find at least that position. I don't know that it matters what practice area you want to do. You can go in with somewhat of an idea, but generally it's better to be open. If you know that you want to do government work, I think it's good to look for those kinds of things. But I also think a lot of this stuff can be interchangeable later. So I would focus more on getting the experience.

Alison Monahan: Yeah. I think that's right. We always advise if you're a 1L looking at a summer position, you definitely want to try to do something legally-related. And I think sometimes that's what helps people figure out what they want to do. After one year of law school you haven't really had a chance to have a lot of on-the-ground experience. You probably haven't worked with clients. You have not necessarily written things that are going to be read by anyone other than your professor. So, I think going into that first job or even that second job open-



mindful can be a way to figure out if you're really paying attention what it is that you are going to be happy doing in the longer term.

Sadie Jones: Absolutely. I also think if you're, let's say, going into a law firm that has different areas and you, let's say, go in and you really think you want to be a litigator, I think it's great to try to take a corporate assignment or something different, a tax assignment, just to see. And you might realize it's definitely not what you want to do. But I think it's good to kind of get as much experience as you can, even if you're one of the people who think they really know what they want to do.

Alison Monahan: So it sounds like firms, at least some of them, will help you kind of figure this out by letting you try different things. Is that accurate?

Sadie Jones: Definitely. I think probably the bigger firms that have more opportunity have more of that going on. But I think generally it's good to be more honest in the situation if you're not really sure what you want to do and let them know that you are trying to figure it out, and you are open-minded.

Alison Monahan: How do you think people should frame that? Because I think there's some downside to just coming in and saying, "Well, I have absolutely no idea what I want to do, but thanks for hiring me."

Sadie Jones: I completely agree with that. I think there are ways that it won't sound good. So I don't think you should go in and say you have no idea what you want to do, and you're just all over the place. It is kind of maybe a good idea to come in with some idea. So say, "I'm interested in litigation, but I'm open to other things." Or, "I want to explore other opportunities that you have or suggestions, that kind of thing." So maybe start with a kernel of a specific, and then keep yourself open.

Alison Monahan: I think that's good advice. Even within a lot of organizations, depending on where you're working for, there may be opportunities to do work outside of the very specific area that you've been hired to do. So even if it's something like shadowing someone else to go to a court hearing or something like that, that just seems interesting. I think you can always ask about those opportunities, and you don't have to see yourself as just been stuck in that role. Say you've been hired by a non-profit to do a specific type of work. Well, talk to other people in the organization, go for lunch, go for coffee, and see what they do. And you can kind of pick their brains about what it is they do. And you can really learn a lot about people's experiences and sometimes even get the opportunity to do things with them, which can be kind of fun.

Sadie Jones: Yeah. I think that that is the way to go, rather than maybe announcing it. Just kind of show by asking questions and networking and talking to people that you are interested and open-minded. I think you can sort of do that on your own.



And I think most places appreciate a summer associate who is interested and engaged and is kind of taking initiative.

Alison Monahan: Right. Yeah. I always liked best the people who were curious and they seemed like they actually cared about what I was working on and wanted to know more about it. I was always happy to talk to those people, and sometimes got them opportunities to shadow and things like that that they might not have otherwise had.

Sadie Jones: Yeah. I think you'd really stand out as a summer associate, because I would say the majority of summer associates just kind of do what they're told, try to just go in with whatever idea they had and taking those assignments and staying exactly in one spot. And so, I think it's good to kind of be curious.

Alison Monahan: Yeah. Events, parties, and things like that are a great place to talk to people and just say, "Hey." If you know who the person is, that's ideal, because then you know what type of work they do, and you can say, "Oh, I'm very interested in this case you're working on, or this type of work you're working on." People love to be flattered that way. So if there are specific things that you think you might... It could be kind of embarrassing if you go up to the managing partner, for example, and you say, "Oh, who are you, and what type of work do you do?" And he's like, "I'm literally your boss."

Sadie Jones: Yes. Everyone's boss.

Alison Monahan: Yeah, "I'm the boss of everyone in the firm, you ought to know who I am." And the same thing with the director of the non-profit – you probably should know who that person is in case you meet them, and you can say, "Oh, I really admire the work you're doing here", not, "Oh, what do you do?"

Sadie Jones: I also think that's an opportunity to where maybe if you've gotten an associate mentor or a junior mentor or somebody that you're talking to, get an idea of maybe who people are. Or you can specific questions: "Oh, I wanted to get an assignment in this area. Is there a partner that you would suggest talking to?" That kind of thing.

Alison Monahan: Right. And then find out what that person looks like so when you see them at a party and you hopefully see their name tag, something clicks in your head and you can say, "Oh, that's that person that I'm supposed to go and talk to."

Sadie Jones: And that's also an example of... An aside, people do not like name tags and a lot of people won't put them on. But they're super useful in those situations.

Alison Monahan: They are.



- Sadie Jones: So, have a name tag, and use other people's name tags. You can look directly and know their name. It's way easier.
- Alison Monahan: Yeah. I really feel like enforcing name tags is something every party should do, but they don't always do. So, anyway. Alright. Well, let's switch gears a little bit and talk about resumes and cover letters, because this is really an ongoing and recurring issue for a lot of people. So, what are some of the most common things that you see here that can sink an application?
- Sadie Jones: Well, number one above everything is typos. And that can be any level of typo – one misspelled word, something that's not formatted right, a spacing issue, the font not matching, anything. It should be perfect. Your resume should be 100% perfect. Multiple people should have looked at it, people who have never seen it before, give you comments. So I would say that's number one. And I do think that students may not realize that a typo on a resume might be just an immediate tank, like they're not getting past that point.
- Alison Monahan: Oh, absolutely. And one thing, too, to keep in mind there when you talk about formatting – send it as a PDF. Do not send it as a Word document, because you don't know what kind of font people are going to have their computer. One of the weirder ones... It looks really weird when your resume wraps, and you have one line on an additional page. Just making it a PDF solves all those problems, so always do that. And then also you don't get things like, did you leave Track Changes on, and someone can see your changes? Just make sure your final version is a perfect PDF.
- Sadie Jones: And I think we've talked about this before, and it may seem like a small thing, but the document should be saved as a name that makes sense and is what you meant for it to be. So, whatever you're calling it, "Resume 2019" or something specific.
- Alison Monahan: Yeah. I think you should your name in it, too, in that file. Mine were always typically saved like, "Monahan Resume 2019." I also think you need to be careful about putting different types of jobs. Sometimes people put in a teaching job, or a law firm job, or a public interest job, and that just makes it look like you're applying to different places, which is fine. You can do that, but you probably don't want to send that signal.
- Sadie Jones: Yeah. You could have the resume saved for yourself as that, but make sure that when you print it as a PDF and send it that it doesn't look that way.
- Alison Monahan: Yeah. Make sure when you upload it you have a clean version.
- Sadie Jones: You probably will have multiple resumes.



- Alison Monahan: You can even put the organization name with your names: "Monahan Resume, whatever organization I'm applying for".
- Sadie Jones: And actually that goes to my next point, which is that your resume really should be tailored to the job. And so, you probably will have multiple resumes, and you may even want to slightly change your resume for one firm over another firm, or if there's a practice area you're sort of focusing on. There's always a way to kind of make some small changes that make it more appropriate. So I think you should be really specific and detailed in terms of that.
- Alison Monahan: I agree. And you want to do that without making it obvious. Because everyone wants to think that they're your perfect job. So, I want to think if I get your resume, "Oh, this person's exactly suited for me. They have attention to detail." If you are going to put the organization's name in it, make sure you get it right. Again, no misspellings, no slightly different things. Law firms change their names all the time, so you want to make sure you've always got the most up-to-date name if you're putting it in your cover letter. I mean, this stuff is all on the website, basically.
- Sadie Jones: Yeah. And especially if you're applying to a specific person, double check that on the website before you send it in, because people really do get offended when their names are spelled wrong.
- Alison Monahan: Yeah, and they're going to notice, definitely.
- Sadie Jones: Yeah, absolutely. Another thing along those lines is, if they have a process that they say on their website for how you're supposed to apply, most places outside of on-campus interviewing where you're just applying directly have a process and somewhere where you upload documents. Do that. Do exactly what they ask you to do. Don't separately send all your stuff to another person and email them. Now, if they're somewhere you know and you want to give them a head's up that you've submitted it, that's fine, but you need to submit the job application as it's stated on their materials.
- Alison Monahan: I completely agree with that. Part of it is, there's a process for a reason. A lot of larger organizations are tracking things around diversity statistics and things like that, who are they hiring, who are they getting applications for? But more importantly, it just shows that you can follow instructions, which is a key characteristic in any person you're looking to hire is, "Will this person listen to me and do what I ask them to do?" Because they're going to be training in every job, and every organization has different processes, and they want to make sure you're going to follow them. So, don't set yourself up for failure by refusing to follow the instructions for the very first time you have contact with them. It just doesn't make sense.



- Sadie Jones: Absolutely. And also, usually it just creates more work for the person you're sending it to. So I know as a recruiter a lot of the reason we have the system is so there isn't a person that needs to input all this data. And probably what they're going to write back is, "Thanks for your interest. Please apply here."
- Alison Monahan: Right. Exactly. "Please apply to the place we told you to apply the first time, using the process we told you to use. Thank you. Goodbye. Ding!"
- Sadie Jones: Yeah, I think people might have in their head that that doesn't get looked at or something, that, "Oh, I'm just applying to a black box, and I don't know who's actually looking at it." I know from personal experience that every single resume that comes in is looked at, reviewed, and answered. I can't say that across the board for every company everywhere, but I think it is true in law firms and this world, that we really are looking at everything. And so, it's not like applying on a website, this is going to be overlooked.
- Alison Monahan: No, absolutely. Quite the opposite. It's actually going to be what gets you into that process.
- Sadie Jones: Yes, exactly.
- Alison Monahan: So why go around the process? Just follow the instructions. And again, I think your point about, they may be asking you to upload specific things. So if there are specific things, if they ask you for a resume, give them a resume. If they ask you for a writing sample, if they ask you for a cover letter, if they ask you for a transcript, do whatever they tell you, because it's just sort of like having typos on your resume. It's just one of the fastest ways to get yourself put in the "Oh my God, this person is a nightmare" pile, "We don't want to hire them." Don't be that person.
- Sadie Jones: I also think if they ask you for the transcript, you need to submit your transcript. So I know some people are trying to bury it and trying to hide it. And I don't necessarily think you should need to write anything specific on your resume about your academics if they're not as strong as you want them to be. But if they ask you for it, just do it, because you're just kicking the can down the road, because they're going to see it eventually. And again, you just created something where they need to follow up with you. So, you're going to have to put it out there.
- Alison Monahan: And I would think this would go without saying, but apparently not – do not edit your transcript.
- Sadie Jones: Yeah.
- Alison Monahan: It happens.



Sadie Jones: There was one really bad situation that I saw where that happened.

Alison Monahan: Just don't do that. Someone will find out eventually. These are the types of things that can get you not admitted to the bar. It's just not worth it. No job is worth that sort of repercussion.

Sadie Jones: Yeah. I mean, the truth will always come out. It might take a while, and I think that's actually worse.

Alison Monahan: Of course it's worse.

Sadie Jones: Because you got hired, and then they find out later. That's worse. So it should be 100% correct.

Alison Monahan: Then you're totally outside of the process, so you don't have an opportunity to get another job. And how are you going to explain that you had to give up the first job because you forged your transcript?

Sadie Jones: Well, maybe with another lie.

Alison Monahan: Yeah, which is also going to be found out eventually. So you're just setting yourself up for the cycle of bad lies that people will find out about, and then bad things will happen.

Sadie Jones: And most law firms or most places say it doesn't have to be an official transcript. I had people who just typed out what their grades were and that kind of thing. And usually that's fine, because again, we're going to get an official transcript eventually. We assume that there's going to be no errors there. So just make sure that's correct.

Alison Monahan: Right. And again, this is actually something someone will look at.

Sadie Jones: Yeah. Correct.

Alison Monahan: You're not going to give them that final offer until you've actually looked at an official transcript. So don't assume that, "Oh, I'll just submit it, and they'll never think about it again." There are processes in place.

Sadie Jones: Yeah. We are checking all of this at some point, and sometimes things get missed earlier, but little lose ends always get tied up later, so keep that in mind. Really, my overall advice for all of these kinds of documents are, they should be correct, they should be easy to read, they should be specific to the job you're applying to, and there should be no mistakes.



Alison Monahan: I think all of that makes sense, which apparently is harder than it seems, because a lot of people actually, shockingly enough, have tons of typos on their resume and cover letter. Alright, let's switch gears. So, right now most law students are working at some type of summer job. What kind of tips do you have for success there?

Sadie Jones: Well, I would make sure that you are getting the best experience you can. So make sure that you're, like you talked about before, kind of seeking out good, interesting, diverse work. Make sure you're an easy colleague for everybody. So that means from people in the mail room, to secretaries, to legal assistants, to the people you're working with in other areas if it's a company, to partners, to everybody, so that you're somebody that people say, "Oh, I had a nice experience talking to him or her." Also, go to the social events if there are social events. Go out to lunch with people. Get to know people. Make sure they get to know you, because at the end of the summer if it's a situation where there will be a job to offer, you want to make sure that people know who you are in a good way. I would say you want to stay a little under the radar, but you also want to be somebody who people at least like to talk to. So, not standing out in any way of being demanding, that kind of stuff.

Alison Monahan: Yeah. You just want to be basically a pleasant colleague who does competent work and asks reasonable questions and gets things done on time, shows up to work on time, all these things. These are not that difficult, but they do make a really big impression on people. So if you are showing up late, someone's probably going to notice that. And maybe you're not sure when you should be there, but that's something you should ask people about: "Is there a certain time that is typical for people to get in the office?" Or you can you show up early and then notice when other people show up. And this also can depend on who you're working with. Different people you're working with have different preferences. So, if your boss that you're working with primarily never shows up until 10:00, you probably don't need to be there at 7:00. But if you're working for someone who is an early morning person, you at least probably want to talk to them about, "Hey, I noticed you come in really early. Do you want me to be here then, too?"

Sadie Jones: Absolutely. And I think it shows you're open to whatever they want. Also about being late, if you reply to something and say you're going to come or accept a calendar invite, make sure it's clear that that was a real RSVP, you were there, and you knew you had to be there. I know there's been a lot of issues with summer associates that I've seen where they didn't understand they were really RSVPing. They accepted a calendar invite, and so they thought it was just to get it on their calendar, and then people were expecting them there. So make sure it's clear. I think generally you should be going to everything, is the other thing. Everything you can. So there's a training, an event, whatever it is, your job is to be there.



- Alison Monahan: Right. I think it's important to recognize the other people have put time and energy into these things, and they're not just doing them for the fun of it. They theoretically are doing them because they think there is some benefit to you or benefit to the organization for you to be there. And frankly it's kind of rude not to show up to things that you're invited to in a situation like that, particularly if you've RSVP'd. I've seen people get very, very upset about that if they plan an event and 20 people say that they're coming and only 10 people show up. And then everyone looks bad, basically.
- Sadie Jones: I know we had a specific one with a partner who was doing a presentation and it was going to be early in the morning. But it was like, that's when they worked out. It was like 8 o'clock in the morning, and nobody showed up, and she was the only one there. Yeah. And they all somehow were not understanding that they had really RSVP'd. It was a really bad situation, and she had made an effort to get there early.
- Alison Monahan: Right. And these are extremely busy people who are taking time out of their very demanding schedule to do something for you, and you say you're going to be there and then you don't show up. That looks horrible. We're running low on time, but before we run out of time, let's talk briefly about OCI, which people are preparing for now. Give us an overview and an idea of who tends to be successful there.
- Sadie Jones: So, I think that people that are successful for OCI definitely go in prepared and with a game plan and kind of know why they picked the employers they did, and as we talked about before, have some kind of system, whether it's a Trello board, an Excel spreadsheet, note cards, whatever it is to kind of keep track of everything. So I think that's really important because it's a very rigorous process, and you're talking to lots of people, so keeping it all straight I think is really important. I also think that the people who are successful can really do their pitch in the 20-minute interview that you have on-campus, because that's quick. Or it can be slow, depending on the interviewer sometimes. But you can sort of fill that time, connect with the person, make yourself somewhat memorable in a day where that person probably has interviewed 20 people. So I think that's really important. So, I would say practice is really the number one tip I have first. Yeah, be sure that you've done mock interviews, you know what you're saying, you can get this all across quickly, and that you don't make any mistakes about who you're talking to, or things like that. I've seen so much of, "I didn't know you didn't have an office here. I didn't know you didn't do this practice area." That is just really inexcusable to me.
- Alison Monahan: Yeah. And it does happen. I mean, you might listen to this thinking, "Oh, I would never say that. I would never do that." But the reality is, when you're doing a ton of interviews back-to-back in a day, it's actually pretty easy to get confused. I accidentally interviewed with a firm in DC and they turned to me and said, "Oh,



why do you want to be in DC?" And there was this moment of, "DC? Why would I want to be in DC? I didn't really realize that I had accidentally applied to your DC office, so let me talk about my visit to the Easter Egg Roll when I was a child." It did not go well, let's put it that way.

Sadie Jones: Well, and I guess you can be someone who will think on their feet.

Alison Monahan: I did not get a call back, let's put it that way. It was pretty obvious that I did not know what I was talking about. So, it does happen. But yeah, I think whether it's note cards or having a Trello board that you check on your phone right before you walk in, you just want to have these basics down. And again, even though the firms are interviewing tons of people and you're interviewing with hopefully lots of people, you want to make it feel like they actually are a valid choice for you and that this is a place you're actually interested in.

Sadie Jones: Yeah. I would hear a lot that the interviewer was calling a person back because they really connected with them. And whether or not that was genuine, I don't know, from the student's side. But at least the interviewer felt like, "Oh, they really want to be here." I think something for students to keep in mind is, especially these days, most places aren't calling back that many people, because everything's sort of smaller. So, the interviewer's in a situation where when they're coming back to the firm, let's say that they interview 22 people, and the firm says, "You can call back three", they're like, "Oh, no. Who do I want to call back?" And sometimes they're trying to sell to somebody at the firm that they want to call back an extra person. So you want to be that person that they remembered as the three out of 20.

Alison Monahan: Right. Yeah, that's a pretty harsh ratio. Let's be honest, some of this does come down to grades and your school and that kind of thing, but not everything. And this is where it's really important. We have a bunch of episodes about OCI and bidding and all these kinds of things. But you want to be bidding on firms that the majority of them are realistic for you, because if you're looking at that, three out of 20 people are getting a call back, and you're completely under their grade cutoff, and you know that because the schools publish the grade cutoff or whatever – it's fine to have your reach firms, but you can't have all of them be reach firms if you expect to actually get a position.

Sadie Jones: Absolutely. That's the stuff you can't change. So you can change how you're doing the interview, and I would say, put your best foot forward and be prepared. That's the stuff that you can't get around. And so you're right, you need to be realistic. But on the other hand, there are people that have the grades and fit the criteria, and do really poorly in their interview and don't get a call back.

Alison Monahan: Yeah, exactly.



- Sadie Jones: I've seen us not call back the top two students at the school that we interviewed.
- Alison Monahan: Absolutely. I've seen that as well. Typically that comes down to either just extreme arrogance, or no personal skills whatsoever, or saying something really offensive.
- Sadie Jones: Yes, which definitely happens.
- Alison Monahan: Which surprisingly does happen, yes.
- Sadie Jones: Some people... I guess that's why I think mock interviews and that kind of thing are so important, because I do think that there are people who just don't realize how they come across.
- Alison Monahan: Right. Unfortunately some of those people are unlikely to be helped by a mock interview. But videotaping maybe can get through to you, but even then probably not.
- Sadie Jones: True. But I think sometimes a mock interview can at least ask for feedback. But yeah, videotaping I think can be helpful, too. You also could be the kind of person who is not self-aware but is open to being self-aware, which might be an unusual combination. But I would say I think my advice to everybody would be that you should be open to feedback on things like this, and you should not be defensive.
- Alison Monahan: Yeah, absolutely. As a goal, I think that is a valid goal. And I think, too, it's important to prepare. And if you know that you're someone who's not the best interviewer naturally, you probably want to prepare more about what you're going to talk about. You can kind of predict in a lot of cases. These are not often interviews that are designed to be really difficult. They're not consulting style interviews, where they're trying to trick you or they're trying to really see how you think. These are typically softball type of things. So it's going to be a lot of questions about, "How do you like law school? What classes do you enjoy or not enjoy? Why are you interested in this firm? Why are you interested in this practice area? What are you interested in doing?" And that fills five minutes. So then, someone has to fill the rest of that space. So you want to be really ready with good questions, you want to have your story. As an interviewee, this is not the place to be giving one-word answers. "Do you like law school?" "Yes." That is not a good answer.
- Sadie Jones: Yeah. It can be on you a lot to keep a conversation going. It's not necessarily the interviewer that's going to do that. Another thing I think for some people who kind of know that they're awkward in social situations or have trouble – have a list of just small talk things that you can bring up or questions that you can ask



people. Because aside from going into the interview, a lot of the times there'll be an area where you can socialize with other people from the firm, or chat with people, or they might have an event that they're hosting. So that's a chance where you can just kind of chat with people. And I know that some people just have trouble with that. They don't know what to say. So, it might sound silly, but writing down some things. Even if it's Monday, "What did you do this weekend?" That kind of thing.

Alison Monahan: Right. Or, "Oh, are you watching the NBA playoffs that I noticed from reading The New York Times were happening in this area?" That kind of thing. And yeah, I think having your story ready to tell in a way where you've got all the basic biographical information at your fingertips, and you've figured out how that makes sense, like, "Oh, I did this as an undergrad, and then I worked here. And then this is why I decided to go to law school." Just that basic stuff can make people feel more confident. And in that social situation, I think the best option for getting people to talk to you is just to be interested in them. So the more questions you're asking and the more follow-up questions you're asking, it doesn't matter if you really care what they're telling you. Just at least pretend to be interested, and most people will think you're a great conversationalist.

Sadie Jones: And figure out a way to gracefully leave a conversation, too. I think that's something that a lot of people I've noticed have trouble with. And it's really awkward if you just stop talking and turn away from the person, but a lot of people do that.

Alison Monahan: Really? That would be so rude.

Sadie Jones: Yes.

Alison Monahan: You want to close with something like, "Oh, it's been really great talking with you, and I really enjoyed hearing about this case you're working on. If you'll excuse me, I'm just going to go do..." whatever you're going to do.

Sadie Jones: No, I've seen a lot of people just do not know what to do, and they just stop talking.

Alison Monahan: That's pretty weird, yeah.

Sadie Jones: And they're just done.

Alison Monahan: I mean, if you're in a huge group or something, and you haven't been talking for a while, it's probably fine just to sort of nod at everyone and walk off to the bar. But yeah, if you're in a conversation with a couple of people and you plan to leave that conversation, you should have graceful ways to do that, absolutely.



- Sadie Jones: Yeah. I think people get nervous. That's why I would say, it might seem silly, but to prepare ahead of time, write things down or practice with people, especially if you're in these situations that you're not normally in.
- Alison Monahan: Right.
- Sadie Jones: Everything about OCI is not normal.
- Alison Monahan: It's a pretty weird setup. And if you're at a party, for example, you might plan where you're going to stand when you get there if you don't have anyone to talk to. For example, I would recommend you stand by the food, because then you have an automatic topic of conversation: "Hey, have you tried these little canapes? They look fantastic, don't they?" And then that gives the other person the opportunity to say, "Oh, no. I haven't tried them." And then you're off and running.
- Sadie Jones: Yeah. I also would say about these events and things, especially these sorts of recruiting events – don't have more than one drink.
- Alison Monahan: Oh, no.
- Sadie Jones: I mean, it's fine to have one drink and to walk around with it and maybe relax a little bit. But I've seen people go so overboard at these events and become very noticeable. And I know it's all free stuff, but they're looking at you for a job.
- Alison Monahan: Yeah, absolutely. And if you feel awkward if you don't drink or you've had your one drink and you want to switch to something else, you can always ask the bartender to prepare you something that looks like a drink and isn't, so it can be basically spring water or sparkling water with a splash of cranberry and a lime. Nobody knows it doesn't have vodka. It's fine.
- Sadie Jones: Yeah. I think that's great. Because I do think people sometimes want to walk around and relax.
- Alison Monahan: Right, exactly. And if people offer you something, you can just say, "No, it's fine." You don't have to make a big deal out of it. Just say, "Oh, no thank you." Alright. Well, we are running short on time. If you had one final piece of advice to give to job seekers, what would it be?
- Sadie Jones: Well, I think I'm going to go back to the piece of advice that I've already said many times, which is that there should not be any typos in any of the material that you're submitting. I just have to go back to that, because I cannot believe how much I see it.
- Alison Monahan: True.



- Sadie Jones: So, nobody should think they're immune from that.
- Alison Monahan: No, absolutely. You see typos even in The New York Times, or very occasionally in The New Yorker. But even in papers of record, The Washington Post, The New York Times, they have typos probably on a daily basis. So, this is something you definitely want to get right. So have tons of people read it. Go through it. Go through it backwards. Go through it upside down. Do whatever you have to do to make sure that you're documents are perfect, because that is your calling card, and that is what you're putting out there.
- Sadie Jones: And my one other small piece of advice is, in all of this we're talking about preparing and everything like that. I also think you should really be yourself. And your personality should shine through aside from kind of following directions and doing the right thing. And that applies to summer associate, OCI interviews, whatever. They do want to see who you are, and so I don't think you need to hide that.
- Alison Monahan: No, just be the best, most polished version of yourself; one who doesn't make typos.
- Sadie Jones: Exactly.
- Alison Monahan: Alright, with that, we are really out of time. Thanks so much for joining us, Sadie.
- Sadie Jones: Thanks for having me.
- Alison Monahan: My pleasure. For more career help and the opportunity to work one-on-one with us, you can check out [CareerDicta](#). If you enjoyed this episode of The Law School Toolbox podcast, please take a second to leave a review and rating on your favorite listening app, because we'd really appreciate it. And be sure to subscribe so you don't miss anything. If you have any questions or comments, please don't hesitate to reach out to Lee or Alison at lee@lawschooltoolbox.com or alison@lawschooltoolbox.com. Or you can always contact us via our website [contact form](#) at LawSchoolToolbox.com. Thanks for listening, and we'll talk soon!

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