**WELCOME**
The Office of Professional Development is dedicated to helping you achieve your career objectives. We are committed to providing career services to all students regardless of career aspirations, class standing or any other criteria. Our goal is to assist you in the transition from law student to employed professional.

Topic areas covered through Professional Development materials, counseling appointments and programs include but are not limited to: resume and cover letter writing; job search strategies; networking skills; interview preparation; and non-traditional law career options. We plan and facilitate many programs designed to prepare you for your position after law school. However, most of our time is spent working with students in small groups or on an individual basis. Individual strategic planning appointments enable us to discuss and develop an appropriate course of action for each student.

*The University of Toledo College of Law is committed to a policy of equal opportunity in education, employment, membership and contracts. No differentiation will be made based on race, color, religion, sex, age, national origin, sexual orientation, veterans status or the presence of a disability except as mandated by pertinent legal requirements.*

**HOURS**
*Regular Office Hours:* Monday through Friday, 8:30 AM to 5 PM.
*Evening Office Hours:* Scheduled at least once a month and are always available by appointment.

**OFFICE STAFF AND CONTACT INFORMATION**
*Heather S. Karns,* Assistant Dean for Law Career Services & Alumni Affairs  
(heather.karns@utoledo.edu)
*Kelly J. Tomlinson,* Assistant Director of Law Career Services & Public Service Coordinator  
(Kelly.tomlinson@utoledo.edu)
*Donna Amstutz,* Secretary II Ret.  
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*Telephone:* (419) 530.2851
*Fax:* (419) 530.7922
*E-mail:* opd@utoledo.edu
*Web:* [http://law.utoledo.edu/students/career/index.htm](http://law.utoledo.edu/students/career/index.htm)

**STUDENT SERVICE**
As our clients, you can expect knowledgeable and friendly service, prompt feedback and connections to employment opportunities but our assistance doesn’t end there! We can assist in a variety of ways throughout your time in law school. In order to serve you better, we need and encourage your involvement in the following ways:

- Attend programs that relate to your area of interest and/or your class.
- Read, be aware of and follow ALL information contained in this Handbook.
- Check in with our office AT LEAST once a semester.
- Schedule an Exit Interview with the Office of Professional Development at the end of your final semester prior to graduation.
PROGRAMS AND EVENTS
Programs and events are designed and facilitated by the Office of Professional Development. They are designed based on current market information, feedback from employers and issues raised by students. Programs and events are offered throughout fall and spring semesters. Please watch for announcements on Symplicity, in e-newsletters, and in e-mails from our office. This handbook contains information applicable to all law students whether seeking employment with the aid of the Office of Professional Development, or on your own.

Services Provided to Students and Alumni through The Office of Professional Development

• Resume critiques
• Cover letter critiques
• Mock interviews
• Job postings via Symplicity
• Access to on-line job posting subscription databases for internships and post-graduate positions
• On-Campus Interviews (students only)
• Group resume mail-outs (students only)
• Programs/panels on specific topics/areas of law
• Weekly e-newsletter (students only)
• Job search strategy & career exploration appointments
• Networking opportunities
• Reciprocity requests (to other schools)
• Accommodations for phone interviews & video-conferencing
• Availability of fax machine to send application materials

Many of these services can be provided through e-mail instead of (or in addition to) a one-on-one appointment. Contact our office (opd@utoledo.edu) to set up an appointment or to learn more about these services.

The Office of Professional Development also maintains a variety of resources on the following topics:

• Career exploration/planning & job search
• Government opportunities
• Interviewing materials
• Judicial clerkships (State and Federal)
• Public interest law information
• Private practice information
• Sample resumes
• Solo practice information
• Specialty area information

Please check our website for additional resources. http://law.utoledo.edu/students/career/index.htm