

## Follow Up with Employers Once You've Submitted Your Attorney Resume

By Emily Sanderson



*In this recession applying for a legal job is a numbers game. The frequency with which you research and submit your resume and cover letter to law firms, general counsel, and*

*judiciaries often determines how quickly you will find a job. However, by following up with those you have targeted, you increase your chances of placement tenfold.*

You've worked with Attorney Resume to prepare a winning resume and cover letter, but what are the steps now to reach your goal?

At Attorney Resume many of our clients subscribe to LawCrossing ([www.lawcrossing.com](http://www.lawcrossing.com)), the most comprehensive electronic legal job board in the United States. A number of our clients also work with another of our sister companies, Legal Authority ([www.legalauthority.com](http://www.legalauthority.com)), which provides contacts as well as printed resumes and cover letters for targeted mailings to potential employers.

People spend a lot of money searching for jobs, and it's no wonder. Each month that you are unemployed, you are losing money. For example, if your average salary in the last five years has been \$120,000 per year, you are losing \$10,000 a month in lost wages. Looking for a new job placement is worth the investment, not only of money but also of time and energy. You are not just looking for any job placement, but one that will be a terrific fit and will last for years to come.

You've spent time and resources searching a website such as LawCrossing for job announcements and have prepared a focused resume and cover letter, but even though you've mailed or emailed a winning resume and cover letter, you're not done yet. Follow up with a phone call or email.

### What to Say

Before you call you will want to prepare a few notes about what you will say. The following points provide some guidelines.

#### 1. Do Your Research.

Many legal entities have websites that provide information about their practice areas and activities. Learn as much as you can about the law firms or legal departments to which you are submitting your resume. Note your transferable skills that will add to the legal entity, and use that information in your cover letter to them and when you call.



## 2. Prepare a Word-for-Word Speech.

Don't be afraid to prepare a word-for-word introductory sentence or two. Prepare something you will say to a receptionist or secretary, and prepare something you will say to an executive.

Always be cordial to secretaries and receptionists — they often hold the keys to giving you access to an executive. Be very polite but assertive as well. Don't schmooze, as that is easily detectable as fake; be sincere instead.

Secretaries screen calls all day for their bosses, and the way that you will be different from the salesmen is that you have already submitted information for them to review. Offer to email another copy of your resume and cover letter if they have misplaced it or if human resources has not yet sent it over.

Be confident that you have very legitimate and important business to conduct with executives. After all, you will ultimately save them money because of the skills, enthusiasm, and innovative spirit that you are offering.

Prepare two or three selling points about yourself — ways that you have saved a former employer money and ways that you would save them money. Talk about your skills, such as your ability to develop rapport with clients or your excellent research and writing skills. Offer to email them a copy of a paper you have published.

## 3. Record Your Voice on a Tape Recorder.

This may seem silly, but take the time to listen to yourself the way others hear you. Spend some time practicing your intonations and which words you emphasize. If you raise your pitch at the end of saying your name and at the end of each sentence, you could come across as nervous and unsure. Make sure you speak clearly and pleasantly.

When you finally get on the phone with someone, make sure to listen carefully for signals. If a secretary answers with a rushed tone, that is usually indicative that you are working with a busy office.

## Conclusion

Often, potential employers, upon receiving your resume and cover letter in the mail or by email, will give your documents between 15 and 30 seconds of their time, and follow-up will buy you a little more time. However, make sure your documents are easily accessible, well organized, and free from misspellings or errors in punctuation or grammar.

Attorney Resume can help you prepare a winning resume and cover letter that emphasize your skills and experience in coordination with your present career outlook. We will help you with formatting, organizing, and strategically wording the information in your resume and cover letter for the best results.