



What Legal Authority Does For You

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Who We Are

Legal Authority confidentially services both individual attorneys and legal hiring organizations.

We firmly believe there is no more cost effective means than Legal Authority for either (1) attorneys to find a new position, or (2) employers to conduct outplacement. With a full time staff of 10 researchers, five attorneys, and a database updated 24 hours a day, seven days a week, Legal Authority is the largest portal of **legal employment** opportunities in the world, seamlessly bringing attorneys and employers together throughout their career cycle. With the largest database of legal employers anywhere, Legal Authority has contacts for over 750,000 legal employers in all 50 states and over 150 countries. We are an excellent source for individuals to take charge of their job search and employers to ensure that their attorneys and staff experience success in their outplacement.

We help law students, practicing attorneys, and legal staff apply directly to almost any legal employer anywhere, including **law firms**, corporations, judges, public interest organizations, public defender's offices, prosecutor's offices, state or federal governmental agencies, law schools — you name it. Our services are profoundly cost effective and, compared to most job search methods, we do not believe there is a better bargain anywhere.

What We Do

We work directly for attorneys and **law students** as their advocates in the legal marketplace.

The Short Story

Using our contacts, we provide you with customized letters, envelopes, and resumes for **legal jobs**, in every area of practice, in every city and every country any legal professional could ever want to work— whether they are interested in one employer or a thousand employers. Whether you want to go in-house, to a law firm, to a public interest organization, work for the federal or state government, be a prosecutor, a court clerk, or even a law professor, we can help you find the perfect employer.

Using what is arguably the world's most sophisticated database of legal employers, we penetrate markets, enhance attorneys' lives, and get you the exposure to employers that you need. No recruiters, no job posting boards, or classified ads can do what we do. The beauty of what we do is that we put you in control of your own destiny.

According to Bob Gerber, the author of *An Easier Way to Change Jobs*, "Job hunting success depends 70% on marketing and interviews and 30% on background and ability." This translates into: (1)



knowing where to direct your mailing and (2) mailing sufficient volume to achieve your desired results. Even the National Association of Law Placement is clear that most attorneys obtain jobs by directly contacting employers who do not solicit applications.

With facilities in both the United States and abroad, Legal Authority operates 24 hours a day, seven days a week, updating information about legal employers throughout the world. You would be surprised at the number of law students, practicing attorneys, and legal professionals who use our service. They do so because it works. Our service is extremely effective due to the fact that very few legal employers ever advertise positions, most headhunters and job posting boards have a limited number of positions, and we have the resources to help legal professionals find any employer they want.

The Long Story

About Our Database

Our database contains more hiring department contacts than any database of which we are aware. Legal Authority maintains a database of more than 750,000 legal employers. This includes virtually every law firm, corporation, city, county, judge, public interest organization, prosecutor, public defender, law school, association, embassy, representative, congressman, or other organization that employs legal professionals in the United States. We also have several thousand international legal employers!

Our Relationship with You

A relationship with Legal Authority generally follows the following processes:

Step One: Initial Contact

Call us at our toll-free phone number, 1-800-283-3860, or fill out our online Sign Up form. This communication with Legal Authority, as well as all future communication with Legal Authority, is totally confidential. If you fill out our online form, we will contact you within the same business day (if possible) via the phone number you provide, to answer questions and discuss your options. If you call us directly, we can assist you immediately.

Step Two: Free Resume Critique and Market Evaluation

One of our consultants will interview you in depth to understand what type of legal employment you are seeking. We will provide a resume and cover letter critique, and provide you with suggestions to improve the impact of both. In addition, we will provide a market evaluation and give you an assessment of your overall marketability. The critique and market evaluation are absolutely free, and there is no obligation to continue to the application material preparation stage. We are committed to helping you find a job, whether you use our full services or not.



Step Three: Preparing Application Materials

After an interview with one of our consultants, we will prepare cover letters, resumes, and envelopes for the number of legal employers you specify. Most cover letters will be addressed to the hiring authority or department for each legal employer you are approaching. There are situations where the name of the Hiring Partner or General Counsel may be transitory or unclear, and the letters will be addressed directly to the Human Resources Department Head or Hiring Department Head. Legal Authority will laser print your resume, cover letter, and envelopes (with your return address) on high-quality bond paper and high-quality envelopes. Because you are applying for jobs - not us - we want you to sign each cover letter we prepare on your behalf.

The cost is up to you and it depends on how expansive you want your job search to be. There are no hidden charges. We charge a basic research fee that decreases depending on the expansiveness of your job hunt. The research fee allows us to continually update and expand our sophisticated database and covers the costs of our research time. The only other charge is a small charge to cover the production costs for every employer for whom we prepare resumes, cover letters, and envelopes. This charge also decreases depending on how expansive your job search will be. When you consider that each interview you receive will have an individual cost of less than the price of a cup of coffee at Starbucks, you can see that our service is worth every penny.

Step Four: Distribution Logistics

Once we have produced the product, your cover letters, resumes, and envelopes are assembled, packaged, and sent to you for your final review and local postmark. Confidentiality is a serious concern for any job seeker. That's why we will provide you with the actual letters ready to be mailed but for your signature and a stamp. Accordingly, you will never be contacting a firm you do not want to contact — or worse — your own firm. We will provide you with the contacts and you can run your job search with the advice, letters, resumes, and envelopes we prepare on your behalf.

Step Five: Follow Up

Over the three months after your mailing, we will follow up with you frequently to gauge your progress. You need to remember that the numbers can work for or against your favor. The more employers you approach, the more likely you will be to receive interviews, and the better chance you will have at getting a position.

Because hiring personnel change frequently, companies and law firms move, any mass mailing of your resume may potentially result in some returned letters. If any of your letters are returned, we reissue you corrected letters or refund any fees you pay for the individual letter returned if we are unable to do so. In addition, if within thirty days after we send you your letters, you are not 100% satisfied with our services - if you feel that we did not try our best to give you the most exhaustive **legal job search** ever - we will refund 100% of your money less the cost of shipping. This is how confident we are that our services provide the best legal job search in the world.



Why It Works

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In a given city, if a job exists that matches your interests, there is only one way to be sure that you find that opportunity. You must contact the specific employers that match your interests, and you will find every existent job. It is as simple as that. No job boards, classified sections, legal recruiters, on-campus interviewing programs, or job fairs have all of the jobs. In today's **job market**, it is estimated that over 85% of all legal jobs are not advertised and recruiters fill less than 3% of all available positions. When jobs are advertised or when recruiters get involved, a legal employer may receive well over 1,000 applicants for one position. The fact is that many employers do not have jobs until they are presented with a candidate that is attractive to them. This is why self-initiated targeted mailing is the most effective means for finding a legal job.

If you are serious about getting the type of legal job you want, you have come to the right source. Legal Authority has the largest database of legal employers anywhere. In the 1996 edition of *What Color is Your Parachute?*, the author states that over 1,400 resumes are mailed for every one job secured. While a **legal job** can generally be found by mailing far fewer resumes, if you are sporadically applying to the occasional job via the Internet, classified ads, or through a recruiter, it may take you a long, long time to find the position you are seeking. Legal Authority can help you ferret out and apply to the legal hiring organizations you want. It is your choice: Either you can remain unhappy with your current employment situation, or you can find the job you want today.