



College of Law  
Career Services Office

## CAREER CLIPS: AUGUST 2023 - 2L & 3L EDITION



### It's Going To Be A Great Year!

We are looking forward to an exciting year here in the College of Law! Hopefully you enjoyed the summer months, and are finding yourself energized and ready for classes to begin.

On-Campus Interviews (OCI) will begin soon, with employers meeting with students in the Gateway Center for all in-person interviews. More information about the OCI process and the available job opportunities can be found in this newsletter.

The building renovation/addition is ongoing, and staff and faculty remain mostly relocated to Hill Hall. Ashli's office will continue to be in Room 140 in the college (found in the library, next to Edward's office). Her availability can be found in POKES; do not hesitate to schedule time with her for any of your career services needs, or just to touch base after the summer break! Please note that Ashli will be on maternity leave October through December.

### Reminder



**Upload your current resume to the 2023-2024 Resume Book found in POKES!**

*Your CSO Director*  
**ASHLI TOMISICH**

Ashli.Tomisich@uwyo.edu

307-766-4074

Schedule appointments in POKES!



# WELCOME BACK



## OCI TIPS:



Read the posting!

Note the limit on writing sample lengths, number of references, specific focus points for your cover letters, etc.



Do your research!

Who do you address your cover letter to, etc. When in doubt call to find out.



Apply for everything!

You never know what position is a good fit.

### How To Submit A Transcript

- ⇒ **Unofficial works, unless official is specifically requested**
- ⇒ **Pull up transcript in WyoWeb**
- ⇒ **File > Print, or Ctl+P**
- ⇒ **Select PDF on the drop-down menu for printer**
- ⇒ **Save file to folder/desktop**
- ⇒ **Upload into POKES!**

## On Campus Interviews (OCI)

Every fall and spring we host employers on campus to interview students for positions ranging from summer internships to associate employment. Openings are posted in POKES, on the OCI tab within the job listings. From there, students are able to apply and later reserve interview time slots.

The first application deadline of August 24th is quickly approaching, so be sure your resume and cover letter are ready! It is not required to have Ashli review your documents, but if you would like to request that service please make an appointment with her through POKES. You can either attach your Word documents to the appointment itself, or email those to her at least two days prior to your meeting with her.

*Nearly every employer mentions using social media to scan applicants - check your online presence!*

It is also recommended that you begin researching firms you are interested in, so you never have to ask the embarrassing question, "What does your firm do?" In addition, be sure to ask or remind your references about their willingness to be contacted.

You have amazing resources at your fingertips when you visit the OCI folder within the POKES Resource Library. There you will find the OCI Toolkit, style and content tips for your application materials, interviewing guidance, advice for offer and negotiation, and much more!

# Fall 2023 OCI - 2L Positions



US Air Force JAG Various Locations

Interviews 9/7 - Legal Intern - Apply by 8/24



Sublette County Attorney's Office Pinedale, WY

Interviews 9/11 - Summer Intern - Apply by 8/28



Crowley Fleck, PLLP Multiple Regional Locations

Interviews 9/11 - Summer Associate - Apply by 9/4



Hirst Applegate, LLP Cheyenne, WY

Interviews 9/18 - Summer Associate - Apply by 9/4



Long Reimer Winegar, LLP Multiple Regional Locations

Interviews 9/18 - Summer Law Clerk - Apply by 9/4



Holland and Hart, LLP Cheyenne, WY

Interviews 9/19 - Summer ENR Clerkship Program - Apply by 9/5



The Hustead Law Firm Denver, CO

Interviews 9/19 - Summer Intern - Apply by 9/5



The Spence Law Firm, LLC Jackson, WY

Interviews 9/19 - Summer Associate - Apply by 9/5



Coal Creek Law Cheyenne, WY

Interviews 9/20 - Summer Intern - Apply by 9/6



Gunderson, Palmer, Nelson & Ashmore, LLP Rapid City, SD

Interviews 9/20 - Summer Associate - Apply by 9/6



Takkion Group Casper, WY

Interviews 9/20 - Summer Legal Intern - Apply by 9/6

## Fall 2023 OCI - 2L Positions Continued



Welborn Sullivan Meck & Tooley, PC Casper, WY  
Interviews 9/20 - Summer Associate - Apply by 9/6

**Davis & Cannon, LLP**

Davis and Cannon, LLP Sheridan or Cheyenne, WY  
Interviews 9/21 - Summer Associate - Apply by 9/7



US Navy JAG Various Locations  
Interviews 9/26 - Intern/Extern - Apply by 9/14



Colorado Public Defender Multiple Locations  
Interviews 9/27 - Summer Internship - Apply by 9/13



Costello Porter Law Rapid City, SD  
Interviews 9/27 - Summer Law Clerk - Apply by 9/13

PENNINGTON COUNTY  
*South Dakota*

Pennington County State's Attorney's Office Rapid City, SD  
Interviews 9/27 - Deputy State's Attorney (Intern) - Apply by 9/13

## Fall 2023 OCI - 3L Positions



US Air Force JAG Corps Various Locations  
Interviews 9/7 - Assistant Staff Judge Advocate - Apply by 8/24

Law Offices of  
*Prehoda, Edwards & Rampulla*

Prehoda, Edwards & Rampulla, LLC Laramie, WY  
Interviews 9/11 - Attorney - Apply by 8/28



Tynsky Law Office, PC In Office and Remote Work Available  
Interviews 9/11 - Associate Attorney - Apply by 8/28

**CROWLEY FLECK**  
ATTORNEYS

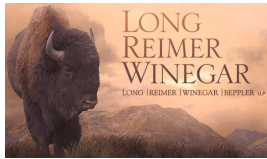
Crowley Fleck, PLLP Various Regional Offices  
Interviews 9/11 - Associate - Apply by 9/4

# Fall 2023 OCI - 3L Positions Continued



Hirst Applegate, LLP Cheyenne, WY

Interviews 9/18 - Associate Attorney - Apply by 9/4



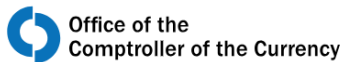
Long Reimer Winegar, LLP Various Regional Offices

Interviews 9/18 - Law Clerk - Apply by 9/4



Wyoming Legislative Service Office, LSO Cheyenne, WY

Interviews 9/18 - Legislative Attorney - Apply by 9/4



Office of the Comptroller of the Currency Various Locations

Interviews 9/19 - Honors Attorney - Apply by 9/5



Sixth Judicial District Child Support Authority Gillette, WY

Interviews 9/19 - Staff Attorney - Apply by 9/5



Takkion Group Casper, WY

Interviews 9/19 - Associate General Counsel - Apply by 9/5



Davis and Cannon, LLP Cheyenne, Sheridan or Buffalo, WY

Interviews 9/21 - Associate - Apply by 9/7



US Navy JAG Multiple Locations

Interviews 9/26 - Judge Advocate - Apply by 9/14



Colorado Public Defender Multiple Locations

Interviews 9/27 - Deputy State Public Defender - Apply by 9/13



Sundahl, Powers, Kapp & Martin, LLC Cheyenne, WY

Interviews 9/28 - Associate Attorney - Apply by 9/14

# Recent Job Postings *(For a complete list of job openings, visit [POKES](#))*

## 2Ls:

[Planning & Law Division Fellowship](#) - American Planning Assoc. - Remote - Apply by 10/1/23

### **ROCKY MOUNTAIN REGION**

[IP Summer Assoc.](#) - Lewis Roca - Various Locations, Including Denver, CO - Apply by 8/25/23

[Summer Assoc.](#) - Lewis Roca - Various Locations, Including Denver, CO - Apply by 8/25/23

[Summer Intern Program \(3 available\)](#) - WY AG's Office - Cheyenne, WY - Apply by 8/31/23

[Judicial Clerk, Judge Daniel Domenico](#) - Denver, CO - Apply by 7/31/25 (Apply ASAP)

[Judicial Clerk, Judge Timothy Tymkovich](#) - Denver, CO - Apply by 8/1/25 (Apply ASAP)

### **OUTSIDE THE REGION**

[Judicial Clerk, Judge Carolyn McHugh](#) - Salt Lake City, UT - Apply by 10/31/23

## 2Ls & 3Ls:

[Law Student Volunteer \(spring\)](#) - Office of the Justice Programs - Remote - Apply by 10/1/23

[Volunteer Internship](#) - Office of Juvenile Justice & Delinquency - Remote - Apply by 1/15/24

[Law Student Volunteer \(summer\)](#) - Office of Justice Programs - Remote - Apply by 1/15/24

### **ROCKY MOUNTAIN REGION**

[Student Rep for AccessLex at Wyoming Law](#) - Laramie, WY

[Victim Witness Advocate](#) - Albany County - Laramie, WY

[Intern \(fall/spring/summer 2023-2024\)](#) - City of Greeley, CO

[Intern, Water Resources](#) - City of Greeley, CO

[Academic Year Volunteer](#) - USAO District of Colorado - Denver, CO - Apply by 9/21/23

[Summer Volunteer](#) - USAO District of Colorado - Denver, CO - Apply by 2/21/24

## Events

8/16: [FDIC Legal Division Information Session](#) (registration required)

8/21: [Sports Lawyers Assoc. Mentorship Monday Workshop: Writing Competition](#) (registration required)

8/23-25: [Rockies Petroleum Conference](#) (registration required)

8/30: [What's OCI & How Do I Use POKES?](#) - Lunch Provided

9/5: [American Inns of Court Info Session](#) - Lunch Provided

9/5: [Wyoming State Bar Young Lawyer Section Reception](#)

9/7-9: [ABA Business Law Section Annual Meeting](#) (FREE virtual event, register by 8/31)

10/12-14: [Equal Justice Works Virtual Career Fair](#) (registration required)

## Resources

[Public Policy Deadlines](#)

[Government Honors Deadlines:](#)

⇒ *Apply through POKES in the Resource Library under [Job Search Subscriptions](#)*

# 3L Recent Job Postings *(For a complete list of job openings, visit [POKES](#))*

## **ROCKY MOUNTAIN REGION**

Judicial Clerk, Judge Johnson - Cheyenne, WY - Apply ASAP

Judicial Law Clerk, Hon. Bobbi Overfield - WY 5th District - Worland, WY - Apply by 8/31/23

Judicial Clerk, Judge Donald Molloy - Missoula, MT - Apply by 8/31/23

Judicial Clerk, Judge Daniel Domenico - Denver, CO - Apply by 12/31/23 (Apply ASAP)

Judicial Clerk, Judge Gregory Phillips - Cheyenne, WY - Apply by 1/31/24 (Apply ASAP)

Judicial Clerk, Judge Nina Wang - Denver, CO - Apply by 2/29/24 (Apply ASAP)

Judicial Clerk, Judge Allison Eid - Denver, CO - Apply by 6/1/24 (Apply ASAP)

Judicial Clerk, Judge Susan Prose - Denver, CO - Apply by 8/30/24 (Apply ASAP)

Judicial Clerk, Judge Daniel Domenico - Denver, CO - Apply by 1/31/25 (Apply ASAP)

## **OUTSIDE THE REGION**

Litigation Associate - Gunderson, Palmer, Nelson & Ashmore, LLP - Rapid City, SD

Judicial Clerk, Judge Diane J. Humetewa - Phoenix AZ - Apply ASAP

Judicial Clerk, Judge Daneta Wollmann - Rapid City, SD - Apply by 8/17/23

Law Clerk (multiple openings) - Oregon Judicial Department - Salem, OR - Apply by 8/21/23

Judicial Clerk, Judge Laura Kulm Ask - Sioux Falls, SD - Apply by 9/3/23

Judicial Clerk, Judge Carolyn McHugh - Salt Lake City, UT - Apply by 10/31/23

Associate Attorney - Collier Law - Wasilla, AK - Apply by 12/31/23

Judicial Clerk, Judge Andrew Kleinfeld - Fairbanks, AK - Apply by 8/1/24 (Apply ASAP)

## **5 Ways to Look Confident in an Interview**

*(even when you're freaking out)*

### **1. Just Breathe**

By doing this, you can redirect the troublesome emotion you're experiencing and be able to focus on something else.

### **2. Don't Fidget**

Keep your hands clasped together on the table or in your lap to avoid any subconscious table tapping, hair twirling, or otherwise noticeable squirming.

### **3. Make Eye Contact**

Maintain steady, natural eye contact throughout the interview.

### **4. Press Pause**

To preempt any rambling, try to answer each question with only one thought or idea at a time.

### **5. Think Positively**

Calm your nerves by reminding yourself that you deserve to be there.

*Read the full article [here](#).*