Descriptive Summary

Creator: Emory University. School of Law.
Title: Office of Career Services records, 1974-2014, undated
Call Number: L-013
Extent: 4.60 linear ft. (12 boxes)
Abstract: Materials documenting the functions of the Emory Law School Office of Career Services including annual reports, newsletters, student guides and class files containing collected information on graduates.
Language: Materials entirely in English.

Administrative Information

Restrictions on Access
Unrestricted access.

Terms Governing Use and Reproduction
All requests subject to limitations noted in departmental policies on reproduction.

Source
Transfer from Career Services Office.

Citation
[after identification of item(s)], Office of Career Services Records, Emory Law Archives, Hugh F. MacMillan Law Library, Emory University.

Processing
Collection Description

Administrative History
The purpose of the Office of Career Services at Emory Law School is to provide a full range of services to Emory students to assist them during the job search. These services include: individual advising appointments; training on job search skills; educational programming about the full range of options available for individuals with a legal education; development of career resources materials in both printed and computerized forms; and coordination of campus interviews and job fairs.

Scope and Content Note
This collection consists of materials documenting the functions of the Office of Career Services. The records include, but are not limited to, annual reports, newsletters, student guides and class files containing collected information on graduates from 1974-2001.

Arrangement Note
Arranged by accession and then alphabetically.
## Container List

### 2012 Acquisition

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Content</th>
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<tbody>
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<td><em>Alumni News</em>, 2000-Oct. 6</td>
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<td>Annual reports to the Dean, 1982-1994</td>
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<td>Atlanta Government Agencies, 1991</td>
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<td>Binder for 1st year students, 1999 (2 of 3)</td>
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<td>Binder for 1st year students, 1999 (3 of 3)</td>
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<td><em>Career Services Notes</em>, 1992-Vol. 6</td>
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<td><em>Career Services Notes</em>, 1992-Vol. 7</td>
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<td><em>Career Services Notes</em>, 1994 and 1996</td>
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<td>Emory Public Interest Mailing List, 1992-1993</td>
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Rankings and career services success at Emory University School of Law, 2000
Resume Preparation and Cover Letter Writing Guide, 1995
Student guides, 1995-2001, no date
Student class of 1974 and 1975
Student class of 1976
Student class of 1977
Student class of 1978
Student class of 1979
Student class of 1980
Student class of 1981
Student class of 1982
Student class of 1983
Student class of 1984
Student class of 1985
Student class of 1986
Student class of 1987
Student class of 1988
Student class of 1989
Student class of 1990
Student class of 1991
Student class of 1992
Student class of 1993
Student class of 1994
Student class of 1995
Student class of 1996
Student class of 1997
Student class of 1998-2001

2015 Acquisition

Binders
Fall Career Services manual, 2000-2001
Post-Graduate Employment Search Strategy session, 2008
Three-Year Employment and Recruiting Project, circa 2012
Style Manual and Services Guide, 2004
Summer-Fall 2008 Recruiting Orientation, 2008
IL Introduction to Career Development, 2008

Office Files
9  7  General files (1 of 3), 1990-2004
9  8  General files (2 of 3), 1990-2004
9  9  General files (3 of 3), 1990-2004
10 1  Emory articles, 1991
10 2  Law School history, 1990
10 3  Public Interest Newsletter, 1991-1993
10 4  Young Alumni Council, 1996-2004

Publications
10 5  Brochures (1 of 2), 1990-2002
10 6  Brochures (2 of 2), 1990-2002
10 7  *Career Services Notes*, unsorted, 1998-2001
10 8  *Career Services Notes*, 1988-1999 February
10 9  *Career Services Notes*, 1999 March-2000
10 10  *Emory International Law Review*, 1994 Spring
10 11  Emory Law School Information and Application, 1989-1990
10 12  Emory Law School Information and Application, 1990-1991
11 1  Emory Law School Information and Application, 1993-1994
11 2  Emory Law School Information and Application, 1994-1995
11 4  Emory Lawyer Annual Report, 1990-1993
11 7  Institute for Comparative and International Studies, 1998-2014
11 9  Lawyers and Leaders for the 21st Century, undated
11 10  Promotional material, 2007, undated
11 11  Promotional material, CSLR, Public Interest Law, Environment and Natural Resource Law, 1996, undated
12 1  Recruitment guide, 2011-2012
12 2  Other publications, 1989-2007

Other Papers
12 3  Guides, 1993-2002
12 4  Information for Applicants, 1985-2002
12 5  Memorandums, 1991-2002
12 6  Programs and invitations, 1994-2012
12 7  Recruitment material, 1999-2012