EMORY UNIVERSITY. SCHOOL OF LAW.
Office of Career Services records, 1974-2014, undated

Emory University
Emory Law Archives
Hugh F. MacMillan Law Library
1301 Clifton Road
Atlanta, GA 30322
404-727-0059

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

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Resume Preparation and Cover Letter Writing Guide, 1995
Student guides, 1995-2001, no date
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2015 Acquisition

Binders
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Post-Graduate Employment Search Strategy session, 2008
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10 10 Emory International Law Review, 1994 Spring
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11 4  Emory Lawyer Annual Report, 1990-1993
11 7  Institute for Comparative and International Studies, 1998-2014
11 8  International Emory, 1999, 2001
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

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12 3  Guides, 1993-2002
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