



Mail Merge Guide

For Resume Direct Employers

Updated on 3/24/2016

What is a mail merge?

A mail merge allows you to easily create customized application materials for numerous different employers. This guide will help you select employers you want to apply to and create personalized application materials for each employer. Mail merging should save you time in addressing your application materials—cover letters and envelopes—and will provide accuracy. This service also allows you to easily blanket certain geographic areas.

The *NALP Directory of Legal Employers*

The [NALP Directory of Legal Employers](#) contains information on hundreds of law firms as well as government agencies and public interest employers. You will select your employers from this directory. This service is **free** when you register with the Career Services Office (CSO). Students in the **top 10%** of their class are encouraged to apply to NALP firms (“**Resume Direct**”) if they are interested in working for larger law firms, as most NALP firms require a high class rank.

Timeframe

- June:** Browse the employers and create your lists.
Late July: Begin sending out your customized applications.*

* Large firm recruiters have shared with us that they prefer to receive Resume Direct applications via e-mail.

- Notes:** With every week that passes after the first week of August, your application becomes less competitive because firms are making offers throughout the recruiting season. **Also, remember to check each firm’s website to confirm the application deadline.**

Step 1

Register with the Career Services Office by [clicking here](#).

Step 2

Once you are registered, you will receive a confirmation e-mail and an invitation to visit the [NALP Directory of Legal Employers](http://www.nalpdirectory.com) (www.nalpdirectory.com).

Step 3

Use search fields and various filters to find firms for which you may want to work.

Example: Find all the firms that practice international law in California, all of Crowell & Moring's offices, or all the public interest organizations in Los Angeles.

Step 4

Select which employers you would like to include in your mail merge, then click

 Mail Merge

 Mail Merge  Add to Favorites Sort By: ▾ Customize Display: ▾

Check all organizations you would like included in a Mail Merge, Favorites, or Comparison report.

<input type="checkbox"/>	Organization Name	Location
<input checked="" type="checkbox"/>	Crowell & Moring LLP	Irvine, California
<input checked="" type="checkbox"/>	Crowell & Moring LLP	Los Angeles, California
<input type="checkbox"/>	Crowell & Moring LLP	New York, New York

Step 5

Input the e-mail address that you used when you registered with the CSO, and a name for your list.

*Your Email Address:

*New List Name:

SAVE

CANCEL

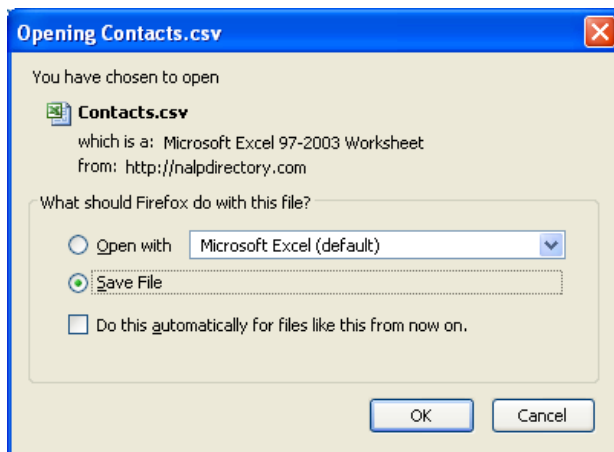
Step 6

Download your list by clicking [DOWNLOAD NOW](#).

Don't see this? If you do not see this button, it is because your e-mail address has not been registered with the CSO. If you do not register with the CSO, you will be required to pay \$0.60 per employer.

Step 7

Save the file to your computer before you open it.



Step 8

Double click your saved file to open it with Microsoft Excel.

	A	B	C	D	E	F	G	H	I	J
1	Organization	Location	Contact N Title	Address1	Address2	City	State	Zip	Country	
2	Advocates for Ch	New York	Mr. Deran Human Re	151 West	5th Floor	New York	New York	10001	United States	
3	Akerman Senterf	Fort Laudé	Ms. Danie Director o	One SE Th	25th Floor	Miami	Florida (FL)	33131	United States	
4	Akerman Senterf	Jacksonvil	Ms. Danie Director o	One SE Th	25th Floor	Miami	Florida (FL)	33131	United States	

Step 9

Double check that your information has proper capitalization. Separate the Contact Name into three separate categories for the courtesy title (Mr./Ms.), first name, and last name. See the tips below.

Excel Tips: Use the “=Proper()” function to have excel capitalize only the first letter of each word within a cell. [Click here](#) to learn how.

Use the “Text to Columns” tool to have Excel split up the Contact Name column into several columns. [Click here](#) to learn how.

Step 10

Mail merge your cover letters and envelopes in Microsoft Word. For detailed instructions on this step, [click here](#).

Your address block on your cover letters should look like the following.

Mail Merge Fields

<First Name> <Last Name>, <Title>
<Organization>
<Address1>, <Address2>
<Office City>, <Office State> <Zip>

Example of Completed Merge

Jamie Frick, Manager of Recruitment
Latham & Watkins LLP
355 S. Grand Ave., Suite 205
Los Angeles, CA 90071

Your salutation should look like the following.

Mail Merge Fields

Dear <Courtesy Title> <Last Name>:

Example of Completed Merge

Dear Mr. Frick:

Step 11

Print your cover letters and resumes on quality bond paper. Use envelopes that match the color of your bond paper. Proofread carefully (the CSO is always happy to review your application). Sign your cover letters. Send.

Note: Large firms may prefer receiving Resume Direct applications via email.

Don't forget to...

- ✓ Stay clear of any firms that may be already participating in Fall OCI or Resume Collection at Fowler Law School. If you are unsure whether a firm will be participating, please contact [Michelle Nguyen, Law Recruiting Program Manager](#).
- ✓ Apply broadly and be geographically flexible. If you apply to a firm that is outside the local area, make sure to clearly state your tie or desire to be in that location.
- ✓ Tailor your cover letters to show your research of the employer and particular desire to work there.
- ✓ Check for published deadlines on the organization's website.

Need Help?

If you need help with any step in this process, ask [Michelle Nguyen](#), (714) 628-2648.

We wish you the **best** on your job hunt.