

# "Get Organized"

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When it comes to the job search, there are two main factors to keep in mind: organization and creativity. A law student's time is most valuable, and to conduct an unorganized job search is not using that time productively.

## **Consult the Director of Law Career Services**

Establish a file of contacts by discussing your experience, preferences, expectations and goals. Letting as many people as possible know about your job search can only help.

## **Map out a "Plan of Attack"**

With the above considerations taken into account, decide how you are going to conduct your search. Then, with a refined, professional resume, and customized cover letter, you are ready to begin.

## **Be Creative**

Check any and all resources. These include, but are not limited to, the Office of Law Career Services and our web page, LawMatch, legal publications from the area you are searching, bar association reports, newsletters from law schools in the area considered for employment, personal acquaintances, family members, ONU law school alumni, undergraduate alumni, Martindale-Hubbell, practice area directories, and the Ohio Law Placement Consortium. Decide what you are going to do and then proceed to do it wholeheartedly, completely, and in an organized fashion.

## **Keep Track**

Keep track of the routes you take in your pursuit, including, of course, individual firm names and names of contacts and hiring partners. Note what stage in the process you are with each and everyone.

## **Follow Through**

If someone in an area interviews you, but does not offer you a position, send a letter of appreciation anyway. You may end up practicing law in the same town with that firm. Circumstances may change. Perhaps you were number two and something unexpected prohibits their number one choice from ultimately taking the offer. You will be glad you followed through professionally.

Employer Tracking forms like the one on the next page are available in the Career Services office.



## PLANNING CALENDAR

Organization is the key to a successful job search campaign.

### FIRST YEAR

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#### Fall Semester

##### September/October

- \* Concentrate on classes/grades - In accordance with the NALP Principals and Standards, first year law students are prohibited from using the Career Strategies office until November 1.
- \* You are welcome to attend seminars and workshops sponsored by the Career Strategies office prior to this date.

##### November

- \* Early November - begin working on resume and cover letter (see examples in handbook).
- \* Mid-November - Attend orientation for L-1's (first years).
- \* Make an appointment with the Career Strategies Director after November 15 to review resume and cover letter.
- \* Organize job search campaign (mailings/phone contacts).

- \* Work on resume over Thanksgiving break.
- \* Begin checking job posting board.

##### December

- \* Finalize resume and cover letter.
- \* Decide on where you would like to focus your job search (Geographical area).
- \* During Christmas break personally hand deliver your resume.

**First years are not to mail resumes until December 1. Some large firms hire L-1's, but it is very competitive. Large firms can respond**

to L-1 resumes after December 15.

## Spring Semester

### January/February

- \* If you have not started your job search, begin **now**.
- \* Continue checking the job posting board.
- \* Continue mailings
- \* Follow up with phone calls on the resumes you have sent out.
- \* Sign up for a mock interview through Career Strategies.
- \* Begin preparing for interviews (see section on interview questions).
- \* Hand deliver/make personal contacts over Spring Break.
- \* See Career Strategies Director for help on interview preparation.
- \* Attend Career Strategies Seminars.

### March/April

- \* Continue job search campaign if necessary.
- \* Smaller firms tend to hire during spring months.
- \* Continue follow-up.
- \* Attend Career Strategies seminars.

## SECOND YEAR

### Summer Before

- \* Begin preparing for fall recruiting season.
- \* Get organized. Develop a system of tracking
- \* Update your resume.
- \* Draft a cover letter.
- \* Narrow your focus of interest both geographically and area of practice.

### Fall Semester

- \* Attend workshops/seminars.
- \* Sign up for on-campus interviews.
- \* Begin your job search campaign early.  
(If applying to large firms, send resumes before September 15th.)
- \* Make appointment with Career Strategies Director to discuss job search.
- \* Develop your mailing list (target certain area - use directories and alum lead lists).
- \* Check job posting board regularly.
- \* Schedule a mock interview - check with Career Strategies for list of participating faculty.
- \* Attend a job fair/conference - information available in Career Strategies office.
- \* **Network as much as you can.**

### Spring Semester

- \* Attend Judicial Clerkship Seminar in January.  
To apply for judicial clerkships, begin mailing resumes to judges by the end of January.
- \* Continue your job search campaign - small to medium size firms tend to hire in the spring.
- \* Continue targeting areas - expand your focus if needed.
- \* Continue networking.
- \* Attend a Spring Career Fair - check with Career Strategies for information.

## THIRD YEAR

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### Summer Before

- \* Update resume.
- \* Review and analyze last year's job search campaign.
- \* Get organized for the fall.

### Fall Semester

- \* Attend Career Strategies workshops/seminars.
- \* Narrow your focus of interest.
- \* Make an appointment with Career Strategies Director.
- \* Update your mailing list.
- \* Network - check with Career Strategies for an updated alum lead list for the different geographical areas.
- \* Check job posting boards regularly.
- \* Brush up on your interviewing skills - schedule a mock interview.
- \* Attend a career fair.

### Spring Semester

- \* Continue your job search if needed --

If not - Congratulations! - Enjoy your final semester of law school!!!