

PLANNING CALENDAR

Organization is the key to a successful job search campaign.

FIRST YEAR

Fall Semester

September/October

C Concentrate on classes/grades - In accordance with the NALP Principals and Standards, first year law students are prohibited from using the Career Services office until November 1.

K You are welcome to attend seminars and workshops sponsored by the Career Services office prior to this date.

November

N Early November - begin working on resume and cover letter (see examples in handbook).

T Early-November - Attend orientation for L-1's (first years).

@ Make an appointment with the Career Services Director after attending the orientation to review resume and cover letter.

T Organize job search campaign (mailings/phone contacts).

N Work on resume over Thanksgiving break.

Begin checking LawMatch and Career Services web page

December

N Finalize resume and cover letter.

I 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 sites.

J Continue mailings

F Follow up with phone calls on the resumes you have sent out.

T Sign up for a mock interview through Career Services.

C Begin preparing for interviews (see section on interview questions).

▪ Hand deliver/make personal contacts over Spring Break.

C See Career Strategies Director for help on interview preparation.

T Attend Career Services Seminars.

March/April

T Continue job search campaign if necessary.

* Smaller firms tend to hire during spring months.

T Continue follow-up.

K Attend Career Services seminars.

SECOND YEAR

Summer Before

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

Fall Semester

- T** Attend workshops/seminars.
- N** Sign up for on-campus interviews.
- K** Begin your job search campaign early.
(If applying to large firms, send resumes before September 15th.)
- @** Make appointment with Career Services Director to discuss job search.
- J** Develop your mailing list (target certain area - use directories and alum lead lists).
- TT** Check student LawMatch on web page regularly.
- K** Schedule a mock interview - check with Career Services for list of participating faculty.
- T** Attend a job fairs/conferences - information available in Career Services office.
- CC** Network as much as you can.

Spring Semester

- T** Continue your job search campaign - small to medium size firms tend to hire in the spring.
- I** Continue targeting areas - expand your focus if needed.
- C** Continue networking.
- T** Attend a Spring Career Fair - check with Career Services for information.

THIRD YEAR

Summer Before

- N** Update resume again.
- T** Review and analyze last year's job search campaign.
- T** Get organized for the fall.

Fall Semester

- T** Attend Career Services workshops/seminars.
- O** Attend Judicial Clerkship Seminar in early September
To apply for judicial clerkships, begin mailing resumes to judges after Labor Day.
- I** Narrow your focus of interest.
- @** Make an appointment with Career Services Director.
- J** Update your mailing list.
- C** Network - check with Career Services for an updated alum lead list for the different geographical areas.
- T** Check LawMatch and web page regularly.
- #** Brush up on your interviewing skills - schedule a mock interview.
- #** Attend a career fair.

Spring Semester

- (** Continue your job search if needed -
- #** Begin using LawMatch on the web page to look at the job posting for alumni from other schools.
- K** Look at the alumni bulletins that we have in our office from other law schools across the country

If you have landed a job by the Spring semester of your third year, Congratulations! - Enjoy your final semester of law school!!!

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