



2L Employment Search Timeline

Notes on COVID-19's Impact on Career Search Activities:

- In the Career Development Office (CDO), we recognize the COVID-19 pandemic and related public-health guidance is impacting in-person contacts and employment search practices.
- We are steadfastly committed to empowering you with as many career-building opportunities and resources as possible *while prioritizing your health and the University of Richmond's public-health policies*.
- We have reformatted our in-person programming to take place virtually—offering a mix of synchronous and asynchronous options.
- We will continue to make adjustments as public health conditions warrant. Please follow CDO developments by reading our email, newsletter, and remaining in touch with your career advisor.
- Above all, we encourage you to prioritize your health and the health of those around you, and to observe University and government physical-distancing guidance. Do not hesitate to contact us with questions about participating in career-related activities. We look forward to supporting your career endeavors as Richmond Law Students!

August

- Register for the virtual [Equal Justice Works Conference and Career Fair](#) beginning August 14.

September

- If you received a Summer Public Service Fellowship (1) complete a Summer Employment Evaluation, (2) submit a 2L Interest Questionnaire, and (3) upload your updated resume, all via [Symplcity](#) (by Sept. 4).
- Watch the *2020 Equal Justice Works Conference & Career Fair* presentation to learn more about the organization's upcoming virtual career fair. (Sept. 4)
- Apply for interviews at the [Equal Justice Works Conference and Career Fair](#) (by Sept. 18).
- If you did not receive a Summer Public Service Fellowship, complete a 2L Interest Questionnaire and Summer Employment Evaluation online in [Symplcity](#).
- If you previously received a Summer Public Service Fellowship and are considering making a request for a second summer fellowship, review the [steps](#).
- In [Symplcity](#), review Summer Employment Evaluations by students who previously interned at target employers.
- Research and contact employers. Expand your employment search network. Update your [employment search network tracking document](#).
- Check your e-mail and [Symplcity](#) for employment opportunities often, including virtual on-campus interview opportunities.

- Apply to [U.S. Department of Justice Summer Law Intern Program \(SLIP\)](#) by September 8. Check deadlines for other federal government honors programs by reviewing the [Government Honors & Internship Handbook](#) (e-mail the [CDO](#) for password) and the [Federal Legal Employment Guide](#).
- Meet with your career advisor. Work with your advisor to develop a search strategy for summer and post-graduate employment.
- Register for the [Southeastern Minority Job Fair \(SEMJF\)](#). (Registration deadline is Sept. 2). Apply for interviews by Sept. 28.
- Apply for summer internships with the JAG Corps.

October

- Continue contacting employers. Continue building your network by adding to your list of contacts and arranging informational interviews with them. Update your [employment search network tracking document](#). Create weekly "to do" lists to help you stay on course.
- Watch CDO Emerging & Alternative Careers Program (Oct. 22).
- Attend the virtual Equal Justice Works Conference and Career Fair (Oct. 18-19) to participate in scheduled interviews or table talk.
- Attend the CDO's virtual *Speed Networking Event*, with attorneys from various practice areas (Oct. 22).
- If you did not receive a [Summer Public Service Fellowship](#) for your 1L summer, review the [first requestor program timeline](#) and [steps](#). If you received a summer fellowship last year and intend to submit a second request, review the [second requestor program timeline](#) and review the [steps](#).

November

- Watch *Judicial Clerkship Series: Nuts & Bolts of Applications* virtual program to learn how to put together a successful clerkship application (Nov. 6).
- Continue contacting law firms, banks and corporations, and legal publishers, associations, and public interest organizations. Update your [employment search network tracking document](#).
- If you received a [Summer Public Service Fellowship](#) last year and want to apply for a second fellowship for your 2L summer, submit the application form and required attachments (no later than Nov. 30).
- Conduct a videotaped mock interview with the CDO (available any time).

December/Winter Break

- Set up informational interviews with individuals in your employment search network over the winter break. If you need assistance expanding your list of contacts, talk with your career advisor.
- Consider broadening your search to other geographic or practice areas. Update your [employment search network tracking document](#).
- Research and identify via [Symplicity](#) employers of interest who are coming on campus to hire 2Ls through spring OCI and the Government & Public Interest Interview Program

(GPIIP). Begin preparing your application materials for these employers and submit drafts of your resume and cover letters to your career advisor for review (by Jan 4).

- Work on clerkship applications for Richmond federal judges.

January

- Update your resume after receipt of grades and class rank (if desired) and upload to [Symplicity](#).
- Apply for Spring OCI via [Symplicity](#) (first session deadline mid-January).
- Apply for Government & Public Interest Interview Program (GPIIP) via Commonwealth Law School Consortium ([CLSC Symplicity](#) (January 14).
- Follow-up with employers contacted previously whose hiring plans were uncertain to express your continued interest and include your updated resume. Continue to record all contacts in your employment search network tracking document.
- Continue to contact smaller law firms, banks and corporations, legal publishers, associations, government agencies (federal and state), public interest organizations and other legal employers who are not interviewing on campus.
- Meet again with your career advisor to update your employment search strategy and application documents.
- Submit application for the Association of Corporate Counsel National Capital Region scholarship and in-house placement (mid-January). To learn more about the scholarship awards and experiential learning opportunities in the legal departments of local companies and organizations, visit the [ACC-NCR website](#).
- Attend *Think Like a Professional: Navigating Ethical Minefields in the Employment Search* to learn best practices regarding networking, applying for employment and accepting interviews and offers (TBA).
- Apply for and research post-graduate judicial clerkships. Some judges want applications during spring semester of your 2L year.

February

- Attend *Government & Public Interest Interview Program Overview* to pick up your GPIIP schedule and learn about the program format and follow-up process (TBA).
- If invited for interviews, participate in *GPIIP* (Feb. 12).
- If invited for interviews, participate in the Association of Corporate Counsel Corporate Scholars Program Interview Preparation Session (mid-February).
- If invited for interviews, participate in Spring OCI (February through early March).
- Apply to the CLSC Spring Interview Program (late February).

March

- If invited for interviews, participate in the CLSC Spring Interview Program (mid-March).
- Collaborate with your career advisor to fine-tune your spring break employment search plans. Conduct self-initiated employment and informational interviews during spring break.

- Continue to contact smaller law firms, banks and corporations, government agencies and public interest organizations. Continue building and updating your [employment search network tracking document](#).
- Submit applications for summer fellowship grants from [public interest groups](#) such as Equal Justice Works Summer Corps Program.

April

- Attend *Think Like a Professional: Summer Success* program to hear tips from employers and students on making the most of your summer internship experience (Private Sector, TBA and Public Sector, TBA).
- Report summer employment to your career advisor if you have not done so already.
- Continue building and updating your [employment search network tracking document](#). Consider broadening your search to other geographic or practice areas.
- Continue to check [Simplicity](#) for employment if you do not have a full summer lined up.
- Seek out faculty members, alumni, and others who can help with contacts and consider finding someone to serve as a mentor.
- Prepare judicial clerkship application materials. Submit your draft cover letters and resumes to the CDO and the clerkship committee for review.
- Meet with career advisor to review summer and fall recruiting opportunities.
- If you are applying for the first time to the Summer Public Service Fellowship, attend one session of the Library's Prepare to Practice series.

May

- Report summer employment to your career advisor if you have not done so already.
- If you did not receive a [Summer Public Service Fellowship](#) for your 1L summer, submit [Summer Public Service Fellowship Application](#) and required attachments (by mid-May).
- Continue to develop your post-graduate federal judicial clerkship applications in [OSCAR](#).
- Continue to check [Simplicity](#) for employment if you do not have a full summer lined up. Some employers contact the CDO after the end of the school year.

June

- Do legal work this summer! This may include working with a law firm or at a public sector organization, volunteering with a judge, researching for a professor, etc. Remember to be professional and treat the position as a summer long interview.
- Continue to check [Simplicity](#) for summer employment. Many employers contact the CDO after the end of the school year. Let employers, especially smaller firms and state government agencies, know you are available for part-time and/or summer employment immediately.
- Meet as many people as you can to expand your network, talk about career options, and assess your own interests. Update your [employment search network tracking document](#).
- Review summer emails from the CDO for employment opportunities and application deadlines.
- Apply to clerkships. Many federal clerkship deadlines are in June.

July

- Continue thinking about post-graduate employment. If undecided about the area of law in which you want to specialize or the area of the country in which you are headed, make an appointment to see your advisor.
- Continue thinking about what type of professional you want to be and the type of work settings you might enjoy. Identify your career goals and employment skills.
- Continue thinking about where you want to live and work after graduation. Think broadly about geographic preferences including areas where you have connections, or where there is a robust legal practice but fewer recent law graduates.
- Continue building and updating your [employment search network tracking document](#) that identifies relatives, friends, teachers, attorneys, alumni, business associates, and other acquaintances you can contact to learn more about employment opportunities. Communicate with your contacts about any future employment goals. Meet as many people as you can to expand your network, talk about career options, and assess your own interests.
- If you want to interview for post-graduate positions with employers in cities where you are spending your second-year summer, or you will travel to a city where you want to work post-grad, send a resume and cover letter in July to request a preliminary interview before you return to school.
- Use various career-related resources available online (e.g., [Martindale Hubbell](#), [NALP Directory](#), [PSJD](#), [Government Honors & Internships Handbook](#)) to research and identify legal employers that hire 3Ls in your preferred geographic and practice areas.
- Meet with your career advisor in person or by phone for resume review and employment search advising. Submit an updated resume to your career advisor for review. Incorporate advisor feedback to finalize your resume and upload it to Symplicity.
- Draft cover letters for various types of employers and employment settings. Send drafts to your career advisor for review and comment.
- Research the application process for post-graduate JAG positions with the military. The application process generally opens in August and ends in October.
- Research and identify employers of interest who are coming on campus to hire 3Ls after graduation. Watch application deadlines for OCI and resume collections, if any.
- Check [bar examination requirements](#) for the state(s) in which you plan to look for employment.
- Apply to clerkships. Many state clerkships deadlines are in July.

August

- Line up references from law school faculty and previous employers.
- Update your [employment search network tracking document](#). Communicate with your contacts about your future employment goals.
- Explore part-time employment opportunities for the semester.
- Apply to clerkships