



1L Employment Search Timeline

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

- We in the Career Development Office (CDO) recognize that the COVID-19 pandemic, and related public-health guidance on in-person contacts, are impacting legal job-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.*

Timeline

August/September

- Participate in *New Student Orientation* and focus on making the transition to law school and begin thinking about the career development process, understanding how to differentiate yourself and how to network, and distinguishing between practice areas and employment settings (Aug. 18-20).
- Attend *Equal Justice Works Information Session* to learn more about the organization's upcoming career fair (Sept. 3).
- Attend *1L Summer Employment and Pathways to Success* program to learn successful employment search tips from 2Ls and 3Ls (Sept. 10).
- Participate in *1L Employment Search Skills Workshops: How to Find Your Summer Job* to learn about resources for pursuing summer employment, guidelines for resumes and cover letters, and other tips for success (Sept. 14-24).
- Attend *Cover Letter and Resume Workshop* to learn to draft compelling cover letters and tips for your resume for law-related positions (Sept. 17).
- Attend *Virginia Public Defenders Information Session* to learn about internship opportunities at public defender offices, including the \$7000 Horizon Internship. (Sept. 21)
- Attend available *Close Up Discussions* to learn about specific practice areas in an informal small group setting (Sept. 24).
- Receive Symplicity credentials. Log into and familiarize yourself with [Symplicity](#).
- Review samples and use templates on the [CDO website](#) to prepare a resume and sample cover letter for review by your career advisor.
- Complete employment interest questionnaire via [Symplicity](#).
- Review career planning links and employment search document templates on the [CDO website](#).

- Create or update your LinkedIn profile. Review your online presence and remove inappropriate content. Join the University of Richmond School of Law [LinkedIn Group](#) and [Twitter feed](#).
- Join the CDO's [Facebook page](#) to stay updated about CDO events, resources, and tips for your employment search.

October

- Participate in your scheduled one-on-one appointment with your career advisor. Develop a search strategy for summer and post-graduate employment. (beginning Sept. 27)
- Attend *Judicial Clerkship Series: Summer Judicial Internships* program to learn about summer judicial internships and how to obtain these summer positions (Oct. 1).
- Begin thinking about what type of attorney or other professional you want to be and the type of work settings you might enjoy. Identify your career goals and employment skills.
- Begin thinking about where you want to live and work during summer breaks and after graduation. Think broadly about geographic locations of choice, including areas where you have connections, or where there is a robust legal practice but fewer recent law graduates.
- Start building an [employment search network tracking document](#) that identifies relatives, friends, teachers, attorneys, alumni, business associates, and other acquaintances who may help you learn more about legal employment opportunities. Communicate with your contacts about the start of your law school career and any summer or future employment goals.
- Begin reviewing 1L employment listings via [Symblicity](#).
- Become familiar (and register where appropriate) with online, career-building resources (e.g., [Martindale Hubbell](#), [NALP Directory](#), [PSJD](#), [Government Honors Internships Handbook](#)). Research and identify legal employers that hire 1Ls in your preferred geographic and practice areas.
- Review the [program timeline](#) for the [Summer Public Service Fellowship](#) and listen to the Fellowship Info Session webinar.
- Attend the CDO's annual *Speed Networking Reception*, with alumni attorneys from various practice areas (Oct. 21). This event will take place virtually.

November

- Attend *Exploring the Role of In-House Counsel* to hear from in-house attorneys about their practice and career path (Nov. 5).
- Attend the *Emerging and JD Advantage Careers* program to learn about new practice arenas and careers outside of law practice. (Nov. 12)
- Incorporate advisor feedback to finalize your resume and upload it to [Symblicity](#).
- Begin researching law firms as well as public interest, government, business, and other employers. Create a target employer list.
- In [Symblicity](#), review summer employment evaluations completed by students who previously interned at target employers.
- Draft cover letters for various types of employers and employment settings and work with your advisor to refine them.

- Become a student member of bar associations and legal interest groups in your geographic areas of interest.
- Conduct a recorded mock interview with the CDO if you plan to interview over winter break. The CDO may arrange for either remote – i.e. videoconference-based – mock interviews or face-to-face interviews, depending on COVID-related university and public-health policy at the time.
- Line up employment references from law school faculty and previous employers.

December

- Submit resumes and cover letters to your Career Advisor if you are seeking summer positions with large law firms, federal judges, or other employers who are accepting applications at this time. Contact other legal employers you have identified about summer employment. Organize this information so you will have a record of your contacts, and schedule regular follow-up with those contacts.
- Arrange [informational interviews](#) during semester break with individuals in your employment search network. If you need assistance with expanding your list of contacts, talk with your career advisor. Informational interviews can be conducted remotely.

Winter Break

- Conduct informational interviews in a variety of legal/alternative settings to explore opportunities and expand your professional network.
- Research and identify via [Simplicity](#) employers who are participating in both the 2022 Government & Public Interest Interview Program (GPIIP) and the Spring On-Campus Interview Program (Spring OCI). Submit your resume and other application documents to your career advisor for review before application deadlines. The CDO and your Advisor will offer guidance about these submission dates.
 - NOTE: both 2022 GPIIP and 2022 Spring OCI will take place remotely.
- Depending on COVID-related policies and restrictions, attend employer receptions or bar association holiday parties in your preferred geographic location, if applicable.

January

- Participate in *Interview Skills Workshop* to learn tips and best practices for screening and call-back interviews (Jan. 23).
- Participate in *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 (date TBD).
- Participate in the *Alumni Mock Interview Program* to practice your interview skills with an alum. This event will be virtual (Jan. 23).
- Apply for judicial internships (beginning in early Jan.)
- Apply for GPIIP via [CLSC Simplicity](#) (deadline Jan. 13).
- Submit an application for the Association of Corporate Counsel National Capital Region Corporate Scholars Program (mid-January). To learn more about the scholarship awards and experiential learning opportunities in the legal departments of regional companies and organizations, visit the [program website](#).

- Apply for Spring OCI via [Symplicity](#) (first session deadline mid-January).
- Meet again with your career advisor to update your employment search strategy and application documents.
- Update resume to include grades (if desired) and send to employers to whom you have applied previously. Update [network tracking document](#).
- Send resumes and cover letters to small and mid-size law firms, banks, and corporations with legal staffs, legal publishers, associations, government agencies, and public interest employers for summer employment. (Note: Many of these employers hire 1Ls as volunteers.)
- If invited for interviews, participate virtually in spring OCI (late January and early February).
- Participate in *Get the Scoop on GPIIP* to join 2Ls and 3Ls before GPIIP for tips on the interview program (Jan. 31).

February

- Participate in *Government & Public Interest Interview Program Overview* to pick up your GPIIP schedule and learn about the program format and follow-up process (date TBD).
- If invited for interviews, participate virtually in the *Government & Public Interest Interview Program* (GPIIP) (Feb. 12).
- Apply for summer clinical placements.
- Depending on COVID-related restrictions, arrange out-of-town interviews (including informational interviews) for Spring Break week.
- Report interviews and summer employment offers to your Career Advisor.
- Reach out to law professors whom you have an interest in assisting with legal research and writing about the availability of summer research assistant positions.

March

- Participate in the *Southeastern Minority Job Fair (SEMJF) Information Session* to learn more about job fair (Mar. 16).
- Collaborate with your career advisor to fine-tune your spring break employment search plans. Conduct self-initiated employment and informational interviews during spring break.
- If interested, pre-register for the 2022 Loyola Patent Law Interview Program (date TBD).
- If interested, apply for a position on the CDO Advisory Board.
- Continue contacting smaller law firms, corporations with small legal staffs, government agencies and public interest organizations, as well as state court judges about summer intern positions.
- Participate in competitions for moot court, mock trial, and law journals.

April

- Participate in *Think Like a Professional: Summer Success* program to hear tips from employers and students on making the most of your summer internship experience (date TBD).

- Participate in *Judges and Clerks Reception* to meet judges and current and former judicial clerks who are Richmond Law alumni (Apr. 15).
- Meet with your Career Advisor to review summer and fall recruiting opportunities. Be mindful that job fairs and fall OCI traditionally begin in July and August, with summer application deadlines. Stay updated on whether COVID-related conditions impact this traditional scheduling.
- Participate in competitions for moot court, mock trial, and law journals.
- Report summer employment to your career advisor if you have not done so already.
- Continue checking [Symplicity](#) for employment if you do not have a full summer lined up.
- Pre-register for the Southeastern Minority Job Fair (date TBD).

May

- If you are requesting a [Summer Public Service Fellowship](#) for your 1L summer, submit an application and required attachments (early to mid-May).
- Report summer employment to your Career Advisor if you have not done so already.
- Continue checking [Symplicity](#) for employment if you do not have a full summer lined up.
- Student application deadline for Loyola Patent Law Interview Program (date TBD), Southeastern Intellectual Property Job Fair (date TBD), and Southeastern Minority Job Fair (date TBD).

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 checking [Symplicity](#) 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. Remember that you can accomplish a great deal of relationship-building through remote and online engagements, if needed.
- Update your [employment search network tracking document](#).
- Review summer emails from the CDO for employment opportunities and application deadlines.
- In [Symplicity](#), review and research employers registered for the fall On-Campus Interview Program (OCI) (typically starting in early June).
- Submit an updated resume draft and cover letters drafts for review to your career advisor by late June for comment and edits before OCI deadline.

July

- Begin considering *2L summer* employment! Consider how your thinking evolves on what type of attorney 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 during summer breaks and 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 your law school career and any summer/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 with employers in cities where you are spending your 1L summer, or you will travel to a city where you want to work next summer, explore arranging a preliminary interview - either in-person or remotely - 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 2Ls in your preferred geographic and practice areas.
- Meet with your career advisor in person, Zoom, or by phone for resume review and employment search advising.
- Research, identify, and contact employers who are not interviewing on campus.
- Traditionally, students can begin applying for 2L summer positions via summer job fairs and large law firm postings, as well as submitting bids for OCI interviews. Stay updated on whether this timeline remains in place or is changed.

August

- Line up references from law school faculty and previous employers.
- Research, identify, and contact employers who are not interviewing on campus.
- Update your employment search network tracking document. Communicate with your contacts about your law school career and any summer/future employment goals.
- Watch application deadlines for OCI and resume collections.
- Consider applying to [U.S. Department of Justice](#) (deadline mid-September).
- Explore local part-time employment opportunities during the semester.