1L Employment Search Timeline

August/September

- Participate in New Student Orientation and focus on making the transition to law school.
- Attend 1L Career Immersion to begin thinking about the career development process, understand how to differentiate yourself and how to network, and distinguish between practice areas and employment settings (Aug. 24).
- Attend CDO Open House to meet CDO staff (Aug. 29).
- Attend 1L Summer Employment and Pathways to Success to learn successful employment search tips from 2Ls and 3Ls (Sept. 7).
- Attend Equal Justice Works Information session to learn more about employment opportunities, funding sources and other public sector resources from EJW (Sept. 13).
- Attend Judicial Internship Information Session to learn why you might be interested in a judicial internship and how to apply (Sept. 14).
- Order business cards by Sept. 21.
- Attend the Judicial Clerkship Series: Judges’ Perspectives program and reception to learn directly from judges what makes a clerkship applicant successful (Sept. 28).
- 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.
- Begin thinking about what type of attorney or other professional you want to be and the type of work settings you might enjoy. Begin to 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.
- Receive Symplicity credentials. Log into and familiarize yourself with Symplicity.
October

- Receive welcome message from your career advisor.
- Attend 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 (Oct. 15, 16, 17, 18, 23, 24, and 25).
- Attend the Self-Assessment Program to learn how results from StrengthsFinder assessment may help them find their path and distinguish themselves in application materials and interviews. (Oct. 18)
- Schedule a one-on-one appointment with your career advisor (starting October 22). Work with your advisor to develop a search strategy for summer and post-graduate employment.
- Attend Cover Letter Workshop to learn to draft compelling cover letters for law-related positions (Oct. 26).
- Begin to review 1L employment listings for which you may begin applying on Dec. 1 via Symplicity.
- Review samples and use templates on the CDO website to prepare a resume and sample cover letter for review by your career advisor.
- Become familiar with the various career-related resources available online (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.

November

- Attend Judicial Clerkship Series: Nuts & Bolts of Applications to learn how to put together a successful clerkship application (Nov. 2).
- Attend Maximizing Symplicity training to learn how to take advantage of the features of the Symplicity system (Nov. 7, 8, 13).
- Attend Exploring the Role of In-House Counsel to hear from in-house attorneys about their practice and career path (Nov. 16).
- Incorporate advisor feedback to finalize your resume and upload it to Symplicity.
- Begin researching law firms as well as public interest, government, business, and other employers. Create a target employer list.
- In Symplicity, 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 videotaped mock interview in the CDO if you plan to interview over winter break.
- Line up references from law school faculty and previous employers.
December

- Submit resumes and cover letters if seeking summer positions with large law firms, federal judges, or other employers interested in receiving resumes at this time. You may submit applications beginning Dec. 1. Initiate contact with 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.

- Set up 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.

- Arrange an attorney shadowing opportunity over winter break to observe a legal office.

Winter Break

- Conduct informational interviews in a variety of legal/alternative settings to explore opportunities and expand your professional network.

- Research and identify via Symplicity employers of interest who are coming on campus to hire 1Ls through the 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 (by Jan. 2) before application deadlines.

- Attend employer receptions or bar association holiday parties in your preferred geographic location, if applicable.

January

- Attend Maximizing Symplicity training to learn how to take advantage of the features of the Symplicity system (Jan. 16, 17).

- Attend Interview Skills Workshop to learn tips and best practices for screening and callback interviews (Jan. 25).

- Participate in the Alumni Mock Interview Program to practice your interview skills with an alum (Jan. 29).

- Apply for GPIIP via CLSC Symplicity (Jan. 18).

- 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.

- Mail 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.)
February
- 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 (Feb. 8).
- Attend *Government & Public Interest Interview Program Overview* to pick up your GPIIP schedule and learn about the program format and follow-up process (Feb. 12).
- If invited for interviews, participate in the *Government & Public Interest Interview Program* (GPIIP) (Feb. 15).
- Attend *Judicial Clerkship Series: Interviewing with Judges* to hear from current and former clerks on the clerkship interview process (Feb. 22).
- Attend the CDO’s annual *Spring Speed Networking Reception*, with attorneys from various practice areas (Feb. 28).
- If invited for interviews, participate in spring OCI (early February through early March).
- Apply for summer clinical placements through Professor Margaret Ivey.
- Schedule out-of-town interviews (including informational interviews) for spring break.
- 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 this summer about the availability of research assistant positions.

March
- Attend *Southeastern Minority Job Fair (SEMJF) Information Session* to learn more about job fair (Mar. 20).
- Attend *Judges and Clerks Reception* to meet judges and current and former judicial clerks who are Richmond Law alumni (Mar. 26).
- Collaborate with your career advisor to fine-tune your spring break employment search plans. Conduct self-initiated employment and informational interviews during spring break.
- Pre-register for the 2019 Loyola Patent Law Interview Program (early March).
- If interested, apply for a position on the CDO Advisory Board.
- Continue to contact smaller law firms, corporations with small legal staffs, government agencies and public interest organizations. Also contact state court judges about intern positions.
- Submit applications for summer fellowship grants from public interest groups, such as the Equal Justice Works Summer Corps Program.
- Participate in competitions for moot court, mock trial, and law journals.

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, Apr. 4 and Public Sector, Apr. 5).
- Attend *Student and Firm Perspectives on OCI and the 2L Summer Search Process* to learn from 2Ls and 3Ls how they approached the recruiting process for their 2L summer (Apr. 19)
• Meet with your career advisor to review summer and fall recruiting opportunities. Be mindful that job fairs and fall OCI begin in July and August with summer application deadlines.
• 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 to check Symplicity for employment if you do not have a full summer lined up.
• Pre-register for the Southeastern Minority Job Fair (mid-April).

May
• If you intend to request a Summer Public Service Fellowship for your 1L summer, submit Summer Public Service Fellowship Application and required attachments (by mid May).
• Report summer employment to your career advisor if you have not done so already.
• Continue to check Symplicity for employment if you do not have a full summer lined up.
• Comply with deadline to submit your Summer Public Service Fellowship Application and required attachments (mid-May).
• Student application deadline for Loyola Patent Law Interview Program (early May), Southeastern Intellectual Property Job Fair (early May), and Southeastern Minority Job Fair (late May).

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 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. 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) (starting 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 the search for employment after your 2L year! Continue thinking about 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 first-year summer, or you will travel to a city where you want to work next summer, 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](https://martindale.com), [NALP Directory](https://www.nalp.org), [PSJD](https://www.psjd.org), [Government Honors & Internships Handbook](https://governmenthons.org)) to research and identify legal employers that hire 2Ls in your preferred geographic and practice areas.

• Meet with your career advisor in person or by phone for resume review and employment search advising.

• Research, identify, and contact employers who are not interviewing on campus.

• Apply for 2L summer positions via summer job fairs and large law firm postings in early July. Submit bids for OCI interviews starting mid-July.

**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](https://www.usdoj.gov) (deadline mid-September).

• Explore local part-time employment opportunities during the semester.