

1L Career Strategy Timeline

This timeline is especially designed for the student who wants to go above and beyond completion of VOLT Milestones.

September:

- Meet with CPC career advisor for your initial personalized career counseling session
- Start career search self-assessment
- Focus on earning good grades throughout the academic year and develop study schedule
- Read weekly *Law Connection* e-newsletter with weekly updates from Career Planning
- Research student organizations and how you can become involved
- Attend Professional Development Day. You will have the opportunity to interact with nearly 30 alumni and other attorneys

October:

- Determine whether the state in which you plan to take the bar examination requires registration of law students by accessing the National Conference of Bar Examiners website at <http://www.ncbex.org/bar-admissions/offices>
- Attend CPC resume and cover letter presentation in Foundations Class and complete required resume and cover letter assignment
- Begin compiling list of networking contacts
- Begin researching potential employers and alumni for networking purposes
- Research membership in Bar Associations, and professional associations

November:

- Meet with CPC career advisor for your initial personalized career counseling session if you have not already done so
- Access Strategy frequently to check job postings, including recruiting postings
- Participate in events and activities to expand your network
- Begin contacting people in your network and schedule informational interviews
- Research paid summer internship opportunities with Chicago organizations through the Public Interest Law Institute (<http://www.pili-law.org/internships.htm>).
- Begin monitoring the *Government Honors and Internship Handbook* for summer opportunities with the federal government (<http://www.law.arizona.edu/career/honorshandbook.cfm>)
- Attend networking events such as the “Meet the Public Interest Employers Reception” hosted by Valparaiso Law School and other Chicago-area law schools at Loyola Law School. Check Strategy for details.
- Research law firms at www.nalpdirectory.com and www.martindale.com

December:

- After exams, apply to potential employers for summer clerking opportunities
- Schedule informational interviews and job interviews during winter break
- Continue to network with potential employers and alumni
- Create free account and research public interest employers at www.PSJD.org
- Register to attend the Midwest Public Interest Law Conference hosted by Valparaiso University Law School and other Chicago area law schools at Northwestern Law School

- Check Strategy for updated job postings and career development activities each week
- Review spring calendar of events for Bar Associations, professional associations, and student organizations

January:

- Continue to monitor Strategy for career development activities and job postings including recruiting postings
- Update resume to include fall term GPA if it is 3.0 or above, and class rank if in the top third
- Bid for spring term on-campus interviews (OCIs) for internships and externships
- Attend Practice Tracks at Chicago Bar Association to meet with more than 50 alumni in various practice areas from Chicago area law schools
- Apply for externship opportunities listed in Strategy for the upcoming summer and next academic year
- Continue contacting potential employers for both paid and non-paid summer opportunities (small and medium firms, legal aid organizations, state, local and government employers)
- Commit to attend Bar Association, professional association, and student organization events

February:

- Attend the Midwest Public Interest Law Conference hosted by Valparaiso University Law School and other Chicago area law schools at Northwestern Law School
- Sign up for and participate in the Mock Interview Program hosted by the CPC
- Bid for spring term on campus interviews for internships and externships
- Schedule informational interviews and job interviews during Spring Break
- Connect with public interest employers for non-paid summer internship positions and apply for the Summer Public Interest Stipend (SPIS)
- Continue to attend networking events

March:

- If you have not secured a summer position, meet with your CPC adviser again and continue contacting potential employers for both paid and non-paid summer opportunities
- Apply in Strategy for externship opportunities for summer and the next academic year
- Complete application for Summer Public Interest Stipend if working without pay in the public sector for the summer.
- Contact appropriate employers for Pro Bono opportunities for the summer; (Fulltime students are eligible to complete pro bono requirement after 1L year. Part-time students are eligible after completing 30 credit hours)

April/May:

- Continue contacting potential employers and monitoring Strategy for career development opportunities and job postings for many types of positions
- Moot Court tryouts
- Law Review research packages distributed

June/July:

- Make the most of your summer by expanding your network and actively engaging in networking events
- Perform Pro Bono work to build your legal resume
- Update your resume to include summer employment; send to CPC for review
- Prepare mailings for large firms who begin accepting resumes on August 1
- Read the *Law Connection* e-newsletter and all e-mails from the Career Planning Center regarding upcoming events hosted before or soon after school begins including On-Campus Interviews (OCI).

August:

- Participate in mock interview with CPC staff members or outside attorneys who serve as interviewers in the Law School's Mock Interview Program
- Research large firms and OCI employers, send resumes and cover letters to non-OCI employers
- Note OCI interview bidding and resume submission deadlines for September interviews
- Meet with CPC career advisor to begin planning for 2L year
- Monitor Strategy for opportunities at least on a weekly basis