

JOB SEARCH TIMELINE (1L)

The following is a general job search timeline for first year law students. However, students' job searches are unique and you should work with your CDO advisor to develop a job search strategy that best suits your individual needs.

November

- Meet with your CDO advisor to identify the geographic areas where you would like to work. Also begin discussing how to develop your network in those markets.
- If you would like to interview with employers in the market you will be visiting over winter break, talk with your advisor about researching that legal market and applying to employers in those areas.
- Prepare your resume and cover letter for prospective employers. For information on preparing a resume and cover letter, review the CDO's *Resume Guide* and *Cover Letter and Thank You Letter Guide* and ask your advisor to review your materials. Your cover letters should highlight any connection to, or interest in, the markets to which you are applying. If applicable, your cover letter should inform the reader that you will be in the area during your winter break
- Prepare networking/informational interview letters to send to contacts so that you can begin to network over winter break. Your contacts should include friends, family, undergraduate alumni, law school alumni and anybody else that may be able to help you with your job search. Again, your letter should detail your connection to, or interest in, that particular market. If applicable, mention whether you will be in the area during your winter break.
- Obtain the latest version of the *Government Honors and Internship Handbook* (available online and in the CDO) to determine government opportunities you may be interested in. Note any upcoming application deadlines. Speak with your advisor on how to identify other government opportunities in your preferred geographic area.
- Review the *NALP Federal Legal Employment Guide* for information on legal jobs with federal agencies, tips on how to conduct a job search, and information on government benefits including loan repayment assistance. The Guide is located at http://www.pslawnet.org/uploads/2011_12_FLEOG.pdf.
- Attend the 1L Judicial Internship Information Session on November 6th, from 12:30-1:30 p.m. in Room A-110 to learn about the timeline and procedure for applying for internships with state and federal court judges.
- Attend the Speed Networking Reception on November 8th, from 6-8:30 p.m. in the Student Lounge.

December

- If interested in applying to large law firms, applications may be sent starting December 1st. Use <http://www.nalpdirectory.com/> to identify firms in your geographic area that will be accepting 1L applications.
- Begin applying to federal judges for summer judicial internships.
- While home, tap into your personal network of contacts (family, friends, undergraduate alumni) to learn about the legal market in that area, as well as potential opportunities.
- Inquire about membership in local and state bar associations and other organizations. This allows you to attend events, receive newsletters and provides access to membership directories. Include your membership on your resume which provides you with yet another connection to a particular market. If an event is taking place while you are in the area, make plans to attend and network with local attorneys.

Have a wonderful winter break. Please note that the CDO will be open and advisors will be available to help you during the break.

January

- Attend a CDO workshop to learn more about the different opportunities available to you this summer.
- Continue to apply to federal government agencies. Speak with your advisor about how to identify federal government opportunities in your preferred geographic area. Consult the *Government Honors and Internship Handbook* (available online and in the CDO) for more information on opportunities with the federal government.
- Continue applying to federal judges for summer judicial internships.
- Follow up with any employers or contacts you met with during winter break.
- Begin researching summer fellowship opportunities so you do not miss any deadlines.
- Begin researching summer internship opportunities with public interest organizations in your preferred geographic area. Note application deadlines.
- If you are interested in securing your own placement for the Summer Externship Program, begin identifying and applying to qualifying employers.
- Regularly check Symplicity opportunities with law firms, government agencies, public interest organizations and the judiciary.
- Research and identify small and mid-sized firms that you would like to apply to for summer opportunities. At this time of the year, generally, small and mid-sized firms will begin accepting applications for the summer. Prepare application materials and have your advisor review them.
- Read the Spring Recruiting Student Handbook to prepare for Spring On Campus Interview (“OCI”) bidding. Bidding takes place throughout the spring semester. Also review participating Resume Referral and Direct Contact employers. Bidding takes place from late February-early March.

February

- If participating in Spring OCI, attend an Information and Symplicity Training session.
- Bid for Spring OCI employers.
- Begin, or continue to apply to, law firms. If you will be in their area over spring break, mention that in your cover letter.
- Contact employers to whom you applied and/or interviewed with to follow up.
- Research and begin applying to local and state government agencies such as state/district attorney's, public defender's and attorney general's offices.
- Apply to the Summer Florida Supreme Court Internship Program for Distinguished Florida Law Students.
- Begin applying to state court judges and continue applying to federal court judges for summer judicial internships.
- If you are interested in securing your own placement for the Summer Externship Program, begin identifying and applying to qualifying employers.
- Continue to research and apply for summer internships with public interest organizations in your preferred geographic area.

March

- Attend the CDO's Career Fair to talk with attorneys about different practice areas.
- Bid for Spring OCI employers.
- You may start to apply for Summer Externship Placements through the CDO or continue to secure your own placement with a qualifying employer.
- Sign up for a mock interview with an advisor to brush up on your interviewing skills.
- Continue to apply to local and state government agencies.
- Continue applying to federal and state court judges for summer judicial internships.
- Regularly check Symplicity for opportunities.
- If you have not already done so, apply to state judges.
- Participate in the 1L Progressive Luncheon, as it is a great way to network.
- Start to check out deadlines for different job fairs taking place in the summer and fall. Visit the CDO website for up-to-date information.

April

- Attend a mandatory OCI Orientation meeting if you plan to participate in the Fall OCI Program.
- If you plan to participate in the Southeastern Law Placement Consortium ("SELPC"), the Southeastern Minority Job Fair ("SEMJF"), the Los Angeles Interview Program ("LAIP") or the Washington DC Interview Program, please submit a Job Fair Pre-Registration form to the CDO.
- You may continue to apply for Summer Externship Placements through the CDO or continue to secure your own placement with a qualifying employer.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.

- If your search for a summer position is ongoing, meet with your advisor to talk about your options.
- Apply to the Fall Florida Supreme Court Internship Program for Distinguished Florida Law Students.
- Attend the Judicial Clerkships Kickoff Reception. Details TBA.

May

- Meet with your advisor to discuss preparing a job search plan for the upcoming fall. Also discuss a networking plan for the summer. Summer is a great time to get out in the community and network with those in the legal field.
- Begin applying to federal and state court judges for fall judicial internships.
- Continue to check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- You may continue to apply for Summer Externship Placements through the CDO or continue to secure your own placement with a qualifying employer. Students should be registered for the Summer Externship Program by June 1st.
- Before leaving campus for the summer, prepare electronic copies of your materials (resume, cover letter, transcript, writing sample and references) so that you can register for OCI in July.

June

- Continue applying to federal and state court judges for fall judicial internships.
- Update your resume to reflect your current summer position. Have your advisor review your resume and cover letter in anticipation of Fall OCI and other deadlines.
- Upload your updated resume and other materials onto Symplicity in anticipation of the Fall OCI Phase I deadline in July.
- If you are interested in securing your own placement for the Fall Externship Program, begin identifying and applying to qualifying employers.
- Secure letters of recommendations and/or references from your current employer.