

## **JOB SEARCH TIMELINE (2L)**

*The following is a general job search timeline for second 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.*

### **July**

- Read the Fall Recruiting Student Handbook to prepare for Fall OCI Phase I bidding.
- Bid for Fall OCI Phase I employers.
- Deadline to register for the Southeastern Law Placement Consortium (“SELPC”) Job Fair in Atlanta, Georgia, The Boston Lawyers Group Job Fair, and the Rocky Mountain Diversity Career Fair in Denver, Colorado.
- Although they may change from year to year, the deadlines for the ABA Career Fair and Annual Meeting, the Boston Lawyers Group Job Fair, the IMPACT Legal Recruitment Program, the National Black Law Students Association Southern Regional Job Fair and the Virginia Bar Association Diversity Job Fair are generally in July. Check with your CDO advisor regarding any job fairs you may interested in.
- Apply to the United States Department of Justice Attorney General’s Summer Law Intern Program. Applications are accepted online.
- Research and identify NALP employers not participating in Fall OCI that you would like to apply to. At this time of the year, generally large firms, as well as some boutique firms, will be accepting applications for the following summer. Prepare application materials and have your advisor review them.
- You may start to apply for Fall Externship Placements through the CDO or continue to secure your own placement with a qualifying employer.
- 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](http://www.pslawnet.org/uploads/2011_12_FLEOG.pdf).
- Continue applying to federal and state court judges for fall judicial internships.

### **August**

- Deadline to participate in the Fall Externship Program is in early August (students must be registered by the first day of the fall semester).
- Apply to the CDO’s Eleventh Judicial Circuit Court Internship Program. Applications available in mid-August for fall placements.
- Apply to the United States Department of Homeland Security Summer Law Internship Program. Applications are accepted online beginning in August.
- Deadline to register for the Lavender Law Career Fair.
- Sign up for a mock interview through the Mock Interview Program.
- Bid for Fall OCI Phase II employers.

- Obtain the latest version of the *Government Honors and Internship Handbook* (available online and in the CDO) to determine any government opportunities you may be interested in. Note any fall semester deadlines.
- Begin applying to federal judges for spring judicial internships.

### **September**

- Bid for Fall OCI Phase II employers.
- Deadline to apply to the United States Department of Justice Summer Law Intern Program is in early September.
- Research and identify mid and large-sized firms not participating in Fall OCI that you would like to apply to. At this time of the year, generally large sized firms, as well as some boutique firms, will be accepting applications for the following summer. Prepare application materials and have your advisor review them.
- Apply to the Spring Florida Supreme Court Internship Program for Distinguished Florida Law Students.
- Begin applying to state judges and continue applying to federal judges for spring judicial internships.
- Attend the Eleventh Judicial Circuit Internship Program Orientation Meeting on September 6<sup>th</sup>, from 5:30-6:30 p.m. in Room A-110.

### **October/November**

- You may begin applying for Spring Externship Placements through the CDO or secure your own placement with a qualifying employer.
- Apply to the Florida Bar Legal Services Summer Fellowship Program. Applications will be available in the CDO late in the fall semester.
- Continue applying to federal and state court judges for spring judicial internships
- Attend the Speed Networking Reception on November 8<sup>th</sup>, from 6-8:30 p.m. in the Student Lounge.

### **December**

- Over winter break, tap into your personal network of contacts (family, friends, undergraduate alumni) to learn more about the legal market in your area as well as potential summer opportunities.
- Inquire about membership into local and state bar associations and other related organizations. Membership in such organizations allows you to attend events, receive newsletters and other mailings, and provides access to membership directories. Plan to attend events and network with attorneys.
- You may continue to apply for Spring Externship Placements through the CDO or secure your own placement with a qualifying employer.
- Apply to federal judges for summer judicial internships.

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

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### **January**

- Deadline to participate in the Spring Externship Program is in early January (students must be registered by the first day of the spring semester).
- Review the *Government Honors and Internship Handbook* (available online and in the CDO) for any federal or state government spring semester deadlines.
- Follow up with any employers or contacts you met with during winter break.
- Begin researching fellowship opportunities so you do not miss any deadlines.
- Apply to the CDO's Eleventh Judicial Circuit Court Internship Program. Applications available in mid-January for spring placements.
- Regularly check Symplicity for 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. At this time of the year, generally, small and mid-sized firm 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 OCI bidding. Bidding takes place throughout the spring semester.
- Deadline to participate in the Spring Externship Program.
- If you are interested in securing your own placement for the Summer Externship Program, begin identifying and applying to qualifying employers.
- Continue applying to federal judges for summer judicial internships.

### **February**

- Begin or continue to apply to law firms.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- Follow up with employers to whom you applied and/or interviewed with.
- Begin applying to state judges and continue applying to federal judges for summer judicial internships.
- Bid for Spring OCI employers.
- If you are interested in securing your own placement for the Summer Externship Program, continue to identify and apply to qualifying employers.
- Begin applying to local and state government agencies such as state/district attorney's offices, public defender's offices and attorney general's offices.
- Apply to the Summer Florida Supreme Court Internship Program for Distinguished Florida Law Students.
- Attend the Becker Poliakoff Scholarship Luncheon & Panel Presentation on February 4<sup>th</sup>, from 12:30-2:00 p.m. in Room E-265.

## March

- Attend the CDO's Career Fair to talk with attorneys about different practice areas.
- Deadline to register for the Patent Law Interview Program in Chicago, Illinois.
- Bid for Spring OCI employers.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- 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.
- If you have not already done so, apply to state court judges.
- Continue applying to state and federal court judges for summer judicial internships.
- Begin researching deadlines for post-graduate judicial clerkships with state court judges.

## April

- 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.
- Regularly 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.
- Apply to the Fall Florida Supreme Court Internship Program for Distinguished Florida Law Students.
- Continue applying to state and federal court judges for summer judicial internships.
- If interested in a judicial clerkship after graduation, please attend the Judicial Clerkship Nuts & Bolts Application Workshop to learn more on how to prepare for the application process. . Details TBA.
- Begin preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials.
- Attend the Judicial Clerkships Kickoff Reception. Details TBA.

## May

- Continue to check Symplicity for opportunities with law firms, government agencies, public interest organizations, and the judiciary.
- 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.
- 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.

- Deadline to register for the Southeastern Intellectual Property Job Fair in Atlanta, Georgia.
- 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 1.
- If your search for a summer position is ongoing, meet with your advisor to talk about your options.
- Begin applying to federal judges for fall judicial internships.
- Continue preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials.

### June

- Begin applying to state court and continue applying to federal court judges for fall judicial internships.
- Continue preparing and mailing out (if applicable) federal and state court judicial clerkship application materials.
- 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.
- Deadline to register for the Heartland Diversity Legal Job Fair, in Kansas City, Missouri.