

Reflecting on Summer & Search Plan

September 1- October 31

1. Reflect & learn

- Take time to consider your 1L summer and how the experience plays into your career goals

2. Build professional relationships

- Add the contacts you've developed since you started law school to your database and/or LinkedIn
- Draft follow up emails and schedule meetings with contacts
- Continue to identify and initiate contacts
- Attend Employer-In-Residence programs

3. Continue your action plan

- Consider whether a Spring internship fits your goals
- Attend workshops to update your cover letter and resume
- Submit your resume into resume books in CORE

Job Searching Skills

October 15 - January 31

1. Prepare application materials & for interviews

- Update your resume and cover letters
- Meet with your career advisor to review your materials and solidify your search plan
- Schedule a mock interview to refine interview skills

2. Continue to build professional relationships

- Set goals for targeting new contacts and follow up
- Update your LinkedIn Profile
- Use LinkedIn, Martindale, Leadership Directories, and Career Center website resources to develop leads for new contacts

3. Job Postings & Fairs

- Apply to job listings in CORE, PSJD, AZ Guide
- Public Sector Recruit. Program - January 27, 2017 (bidding over winter break)

Preparation & Goals for Summer

February 1 - May 1

1. Keep building professional relationships

- Continue building relationships
- Follow up with contacts
- Small/Medium firm networking events
- Identify & attend events using the event calendar on the Career Center website.

2. Continue summer search

- Job postings in CORE, PSJD, AZ Guide
- Spring Recruitment Program
- Direct writes to small/medium firms

3. Prepare for summer

- Understand professional etiquette & employer expectations
- Watch the "How to have a successful summer" video series
- Review your skills inventory & develop goals for the summer
- Consider & prepare for recruitment programs (OCI) - Starts in June
- Update your resume & cover letter
- Explore Gov't Honors Programs and public interest fellowships