

Reflecting on Summer & Search Plan

September 1 – October 31

1. Reflect & learn

- Take time to consider your 1L summer and how the experience aligns with 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 & initiate contacts
- Attend **Employer-in-Residence** programs

3. Continue your action plan

- Consider whether a spring internship fits your goals
- Attend Resume and/or Cover Letter workshops to update your documents
- Submit your resume into resume books in CORE

Job Searching Skills

October 15 – January 31

1. Prepare application materials and get ready for interviews

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

2. Continue building 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 for job listings in CORE, PSJD, AZ Guide
- **Small & Medium Firm Networking Event**
- **Practice Area Expo**
- **Public Sector Recruitment Program**

Preparation & Goals for Summer

February 1 – May 1

1. Continue building professional relationships

- Follow-up with contacts
- Small/Medium Firm networking events
- Identify & attend events (listed in CORE)

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 "How to have a successful summer" series: <http://bit.ly/HowToHaveASuccessfulSummer>
- Review your skills inventory & develop summer goals
- Update your resume & cover letter
- Explore Government Honors Programs and public interest fellowships