

## **TIMETABLES FOR LAW STUDENTS**

The following job search timetables of activities are intended to be used as a basic guide throughout your law school career. However, individual needs may vary, so we encourage you to make an appointment to meet with a counselor to discuss your job search needs.

### **FIRST YEAR TIMETABLE**

#### **FALL SEMESTER**

\*\*\*Please note: pursuant to NALP guidelines, ABA accredited law schools may not begin offering career counseling services to first year law students until November 1.

1. Focus on academics and adjusting to law school
2. Explore self-assessment and career planning tools
3. Explore options and begin goal setting
4. Attend career services informational programs including orientation meeting in November
5. Consider obtaining a work study position

#### **SPRING SEMESTER**

1. Attend 1L workshops in January for information on conducting a job search
2. Conduct a job search for a possible summer position; consider volunteering for a judge, agency or organization, and perhaps a non-legal paid position
3. Meet with a counselor to discuss strategies in the EARLY part of the Spring Semester
4. Participate in Mock Interview Program
5. Attend Resume and Cover Letter Workshops when offered
6. Revise resume and cover letters
7. Continue to focus on grades, activities; consider law journal, moot court opportunities
8. Consider obtaining a part-time job or participating in pro bono activities
9. Attend Job Search and Interviewing workshops
10. Begin to develop contacts and a network

#### **SUMMER**

1. Summer job for money or to gain legal experience
2. Part-time or full-time volunteer position
3. Participate in journal writing competition in May or early June
4. Research large firms for Fall On-Campus Recruiting program
5. Research other employers for individual job search, particularly outside of South Jersey/ Philadelphia area, for jobs for the following summer
6. Submit resumes for Fall On-Campus Recruiting and Job Fairs

## **SECOND YEAR TIMETABLE**

### **FALL SEMESTER**

1. Participate in Fall On-campus Recruiting programs, Job Fairs, Advanced Moot Courts, Law Journals
2. Continue to develop contacts and networking opportunities
3. Begin targeting and researching potential employers for self-directed job search
4. Get involved in extracurricular activities, bar associations, etc.
5. Revise resume and cover letter, and hone interviewing skills and job search strategies; attend workshops and counseling appointments
6. Attend individual career counseling sessions to discuss concerns, develop plans, improve strategies
7. Participate in volunteer and pro bono programs to develop lawyering skills
8. Conduct job search for second summer, targeting large and long-distance employers
9. Accept an academic year position to gain experience

### **SPRING SEMESTER**

1. Participate in spring on-campus interviews and job fairs
2. Conduct self-directed job search of smaller firms and government agencies
3. Continue employer research and follow up on fall efforts
4. Continue networking and developing contacts
5. Consider an academic year position
6. Meet with counselor to discuss strategies, concerns, ideas
7. Join organizations and get involved in activities, such as pro bono work, to develop leadership and lawyering skills and to meet people

### **SUMMER**

1. Summer legal position
2. Research large employers, particularly outside of South Jersey/Philadelphia area, for individual job search and on-campus interviews for full-time positions after graduation
3. Drop resumes for Fall On-Campus Recruiting program and Job Fairs
4. Research and prepare applications for federal & state appellate judicial clerkships
5. Begin researching and applying for state trial clerkships
6. Continue networking and developing contacts
7. Meet with counselor to discuss strategies, concerns, ideas
8. Join organizations and get involved in activities

## **THIRD YEAR TIMETABLE**

### **FALL SEMESTER**

1. Apply for judicial clerkships and accept offers
2. Receive an offer from summer position or job search results
3. Limited Fall On-Campus Interviews for 3Ls
4. Job fairs
5. Continue to develop contacts
6. Participate in externship program and/or clinic
7. Update resume and cover letter, continue to hone interviewing skills and job search strategies through workshops and individual appointments with counselors
8. Continue to research employers; conduct self directed targeted job searches for large firms for full time positions after graduation
9. Academic year legal position
10. Get involved in activities, bar associations, organizations, and pro-bono programs

### **SPRING SEMESTER**

1. Receive an offer from summer position (smaller firms, government agencies, public interest organizations) or job searches
2. Interview and accept judicial clerkship offers
3. Join organizations and get involved in activities
4. Spring On-Campus Recruiting & Job Fairs
5. Meet with counselor to discuss strategies, concerns, ideas
6. Self-directed job search of small and medium-sized firms, government agencies and public interest organizations
7. Continue research and follow up fall search results
8. Continue networking and developing contacts
9. Academic year position

### **SUMMER**

1. Study for and take bar exam
2. Receive job offers
3. Continue to conduct a job search
4. Evaluate and re-evaluate options and strategies
5. Meet with career services staff and utilize services as needed