

# CAREER SEARCH TIMELINE

## 2D/3E STUDENTS

Career Development Office, Pacific McGeorge School of Law

### FALL SEMESTER:

- Update your McGeorgeCareersOnline (MCO) profile** at <https://law-pacific-csm.symphlicity.com>, including your search agents and e-group preferences.
- Complete your **summer employment survey** on MCO.
- Update your **resume** and draft a sample **cover letter** to one employer with whom you would like to apply. Review these with a career advisor. Select and perfect a writing sample and prepare a list of references, if you haven't done so already.
- Participate in OCI:** Review MCO for the most updated list of OCI employers and complete any additional OCI applications.
- Attend **Dine with Alumni** in November; meet and network with alumni.
- Attend **"Your Backstage Pass to Federal Judicial Clerkships"** in October to learn about post-graduate federal judicial clerkship opportunities.
- Are you an evening student? Attend the CDO's Evening Student Workshop in September: Eat pizza while you hear from the CDO and your colleagues about career-planning considerations.
- Go to our **Career Development Blog** at [www.mcgeorgecdo.com](http://www.mcgeorgecdo.com). Find upcoming career events and other opportunities like scholarships and conferences.
- Meet with a **career advisor** for a one-on-one session to review your goals and discuss next steps.
- Network!** Set a goal of attending at least three networking opportunities each semester. Join the Sacramento County Bar Association and other professional associations and attend their events.
- Sign up for a mentor on the CDO's **Informal Alumni Mentor Network**. (See the CDO for a five-minute orientation session to gain access to this program.)
- Conduct **informational interviews** with attorneys in your practice areas of interest.
- Attend student-sponsored and CDO-sponsored **career and practice area panels** to learn more about what you can do with your law degree.
- If you are interested in a specific practice area, consider attending **professional conferences and seminars** in that area. Apply for travel and registration funding (up to \$150) through the CDO.
- If you are interested in spending next summer working in public interest or government and particularly if you are interested in East Coast opportunities, check out the **Equal Justice Works' Public Interest Job Fair**, which is held in Washington, D.C. on October 25 and 26, 2013. See [www.equaljusticeworks.org](http://www.equaljusticeworks.org).

#### *What are my networking opportunities?*

- Sacramento County Bar Association Luncheons
- Dine with Alumni
- Informal Alumni Mentor Network
- Informational Interviews

#### **Jobs, Jobs, Jobs...**

- **Equal Justice Works:** See government and public interest opportunities at [www.equaljusticeworks.org](http://www.equaljusticeworks.org).
- **Government Honors and Internship Handbook:** Review online at <http://www.law.arizona.edu/career/honorshandbook.cfm>. The user name is "tim" and the password is "tam" (passwords to CDO resources are also available in the MCO documents library).
- **BYU Intercollegiate Job Bank:** Log on to [https://www.law2.byu.edu/career\\_services/jobbank/](https://www.law2.byu.edu/career_services/jobbank/) to find summer opportunities outside of Sacramento. The username is "jobfind" and the password is "EmployUs."
- Attend federal and state court workshops if you are interested in **judicial clerkships**.
- **PSJD:** Log on to <http://www.psjd.org> to search for summer opportunities.
- **Pro Bono Project:** Get involved in short-term or long-term legal volunteer projects. See [www.lawstudentprobono.org](http://www.lawstudentprobono.org).
- **Field Placement:** Review the Directory of Field Placements at <http://www.mcgeorge.edu/x1915.xml> for local government, non-profit organizations and federal and state judges.
- **Clinics:** Consider participating in one of McGeorge's legal clinics, where you will work in a faculty-supervised law office setting. Find the list of clinics under "Academic Programs" on the McGeorge website, <http://www.mcgeorge.edu/>.
- **Binders in CDO Office:** Use binders to learn about District Attorney positions and judicial clerkships.
- **Martindale.com:** Read the CDO Handout, "Researching Employers with Martindale.com," as a guide to effectively apply for jobs through [www.martindale.com](http://www.martindale.com).
- **American Intellectual Property Law Association:** See [www.aipla.org](http://www.aipla.org) for information about this job fair.

## WINTER BREAK:

- Continue networking. This is a great time for informational interviewing in your targeted geographic and practice areas.
- MCO will continue to have new job announcements over Winter Break, so keep checking!
- Update your resume and references if necessary.
- Participate in Spring OCI. (Spring OCI tends to have a higher percentage of small firms or employers, whereas Fall OCI employers are primarily medium-to-large private law firms and government agencies.)
- If interested and qualified, apply to attend the San Francisco Intellectual Property Law Association's annual job fair which is held in August. Go to [www.sfipla.org](http://www.sfipla.org) for more information.

## SPRING SEMESTER:

- Continue planning for your summer job. See the box on the first page of this handout, "**Jobs, Jobs, Jobs...**" for job-search ideas and resources.
- Attend **PI/PS Day**, a job fair in San Francisco on February 1, 2013 for government or nonprofit opportunities.
- Attend **Career Night**, the CDO's on-campus job fair in January.
- Sign up for the **Alumni/Faculty Mock Interview Program** in February.
- Notify the CDO if you have accepted a summer position.
- Continue monitoring the **CDO blog** at [www.mcgeorgecdo.com](http://www.mcgeorgecdo.com) for upcoming events and deadlines.
- Meet with a career advisor for interview preparation, resume and cover letter review, networking advice and other career counseling.
- Attend student-sponsored and CDO-sponsored career and practice area panels to learn more about what you can do with your law degree.
- If you are an eligible member of PLSS and have a volunteer summer opportunity, apply for a PLSS summer grant.

### **Summer goals for the 2L:**

- Obtain substantive legal experience.
- Learn how to work with clients.
- Produce a non-academic writing sample.
- Increase network of professional contacts.
- Obtain professional references.
- Understand ethical and professional expectations.

## SUMMER BREAK:

- Obtain and perfect a **writing sample**. Make sure to get permission from your employer and redact identifying information if your writing sample was work product from your summer position. Upload your writing sample onto MCO.
- Ask current or former employers to serve as your references. Provide them with resumes.
- Plan for the fall. Review **field placement opportunities** at <http://www.mcgeorge.edu/x1915.xml>. For prosecution-related placements, contact the Field Placement Office at least 12 weeks in advance of the semester in which you would like to participate.
- Plan for your **post-graduate job**. Yes, already! You need to start planning for next year now! At a minimum, select your first- and second-choice employer type (small firms, government, nonprofit, business, academic, etc.) and learn their hiring time-frames.
- The fall **On-Campus Interview** (OCI) list will become available in mid-summer. Select firms and prepare your OCI application materials now.
- Send direct applications to those large law firms that are not participating in the McGeorge OCI process, unless otherwise indicated by the firm. Go to <http://www.nalpdirectory.com/> for more information.
- If you are interested in working for the Department of Justice next summer, go to <http://www.justice.gov/careers/legal/summer-intern.html> for detailed information about the prestigious Summer Law Intern Program (SLIP). Note that for Summer 2014, the application window is between **July 31, 2013 and September 3, 2013 (midnight, Eastern Time)**.
- For post-graduate government jobs, go to <http://www.law.arizona.edu/career/honorshandbook.cfm>. The user name is "tim" and the password is "tam."
- Applications for **federal post-graduate judicial clerkships** are due in September, but the application process is time-intensive, and the CDO has internal deadlines during the summer.
- If you are interested in a career in intellectual property law, attend the Intellectual Property Job Fair. The application deadline varies from year to year from late spring to early summer. Go to [www.sfipla.org](http://www.sfipla.org).

### **What if I'm an evening student?**

The timeline for evening students can vary substantially. Following this timeline can be more challenging for evening students, particularly those with full-time obligations (job, childcare, etc.). We strongly encourage evening students to meet with a career advisor for assistance in creating a personalized career timeline. Also, attend our Evening Student Workshop in September: eat pizza and learn about career-planning considerations from your colleagues and the CDO.