

CAREER SEARCH TIMELINE

3D/4E STUDENTS

Career Development Office, Pacific McGeorge School of Law

FALL SEMESTER:

- Update your McGeorgeCareersOnline (MCO) profile** at <https://law-pacific-csm.symplicity.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.
 - Go to our **Career Development Blog** at www.mcgeorgecdo.com. Find upcoming career events and other opportunities like scholarships and conferences.
 - Taking the California Bar Exam? Begin your Moral Character Determination Application now!
 - Meet with a career advisor for a personalized session to review your goals and discuss your next steps.
- Make sure you can answer these two questions:**

 - (1) **What do you want to do when you graduate?** Practice articulating your skills, strengths, and the level of client contact you want. Prepare an "elevator speech" that describes, in a few sentences, what you want to do when you graduate. Then use this speech with everyone you know.
 - (2) **Who knows you?** Who knows your skills, qualifications, interests and can refer you? Most of you will get jobs by self-initiated contacts and referrals.
- Continue networking!** Set a goal of attending at least three networking opportunities each semester. Join the Sacramento County Bar Association or other professional associations and attend their events. Conduct informational interviews with attorneys in your areas of interest.
 - It's not too late to get a mentor in the practice or geographic area that interests you. Attend an informational session to gain access to **MCO's Informal Alumni Mentor Network**.
 - If you are interested in attending a professional conference or recruiting event, apply for up to \$150 in funding by completing the Student Conference/Travel request form. See the CDO blog for the link to the form.
- Participate in OCI:** Though OCI does not typically include a large number of positions for 3Ls, review MCO for the most updated list of OCI employers and complete any additional OCI applications.
 - Review the **Government Honors and Internship Handbook** 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). Watch the CDO blog for Government Honors deadlines.
 - Attend the program **3L Job Search Strategies: A Roadmap for Fall 2013** in September.
 - Field Placement:** Review the Directory of Field Placements on TWEN for local government, non-profit organizations and federal and state judges.
 - If you are interested in government or public interest work, attend the **Equal Justice Works' Conference and Job Fair** in Washington, D.C. on October 25 and 26, 2013. Applications are accepted between August 13 and September 12, 2013.
 - If you are interested in **post-graduate judicial clerkships**, attend the CDO's federal and state court clerkship workshops.
 - Pro Bono Project:** Get involved in short-term or long-term legal volunteer projects. See www.lawstudentprobono.org.
 - Attend the CDO's Post-Graduate Fellowship Program** in late August to get the inside scoop on the fellowship application process.
 - Focus on your strengths:** In September sign up to take the online "Strengthsfinder" assessment (paid for by the CDO) and attend a Strengthsfinder roundtable in early October to learn how you can relate your top 5 strengths to the kind of law you want to practice.
 - 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.
 - Attend **Dine with Alumni** in November. Network, network, network.

WINTER BREAK:

- Continue networking.
- Update your resume and references.
- Sketch out your plan for the last semester (sign up to take the bar exam, schedule informational interviews, etc.).

SPRING SEMESTER:

- Continue monitoring the CDO blog at 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.
- If you have accepted a post-graduate position, congratulations! Please be sure to notify the CDO.
- Continue job searching using McGeorgeCareersOnline, PSLawNet and the BYU Job Bank. Submit direct applications to civil law firms and district attorney and public defender offices.
- Martindale.com:** Use the CDO handout, "Researching Employers with Martindale.com," as a guide to effectively apply for jobs through www.martindale.com.
- PSJD:** Log on to <http://www.psid.org> to search for post-JD opportunities.
- Career Night:** Attend the on-campus job fair in January.
- Sign up for the **Alumni/Faculty Mock Interview** Program in February.
- P/PS Day:** Attend this job fair in San Francisco on February 1, 2013 for government or nonprofit opportunities.
- BYU Intercollegiate Job Bank:** Log on to https://www.law2.byu.edu/career_services/jobbank/ to find opportunities outside of Sacramento. The username is "jobfind" and the password is "EmployUs."

You're Almost There...

Create your spring job-search blueprint:

- Start with the CDO's Blueprint. Meet with a career advisor to customize it. Update your professional goals to include your post-graduate career.
- Continue to build your professional network through work experience and networking events.
- Attend professional development events such as MCLE classes and bar meetings. Focus on building your workforce skills.
- Sign up for the bar exam.
- Figure out how you will cover your finances while you study for the bar exam.
- Make a list of places you'd like to apply to.
- Review your resume and writing sample and then review again.
- Focus on the essential skills you should know as an attorney.
- Read "Guerrilla Tactics For Getting The Legal Job of Your Dreams" by Kimm Alayne Walton, J.D.
- Read legal newspapers and trade publications to get an understanding of different legal fields. This will also help you figure out what you're interested in, if you don't already know.

SUMMER AFTER GRADUATION:

- Wondering about job offer timing? Less than half of your class will have a position by graduation, about a third will get jobs between the bar exam and results, and the rest will get jobs after bar results.
- Put your job search aside for now if you haven't yet secured a post-graduate position.
- Take a well-known bar preparation class and make bar preparation your full-time job.
- If you're in Sacramento, stick around for the CDO Power Boost after your bar prep class.
- After taking the bar and a reasonable break (congratulations!), contact a career advisor to begin your post-graduation job search.

Tips on Professional Development

- Consider all activities networking opportunities! (Yes, even volunteering at that soup kitchen once a month or playing that team sport can lead to a legal opportunity.)
- Develop a solid understanding of the professional expectations of targeted practice areas and practice settings.
 - If pursuing private practice, understand how law firms work.
 - If pursuing a government position, understand the civil service and/or legislative process.
 - If pursuing a public interest position, be aware of fellowships, familiarize yourself with particular employers that you are interested in, and pay attention to recruiting opportunities.
- Read the following books (available in the CDO) on professionalism in the workplace:
 - "The Curmudgeon's Guide to Practicing Law" by Mark Herrmann
 - "Excellence in the Workplace: Legal and Life Skills" by Kay Kavanaugh and Paula Nailon.