"Get Organized"

Consult the Director of Law Career Services
Establish a file of contacts by discussing your experience, preferences, expectations and goals. Letting as many people as possible know about your job search can only help.

When it comes to the job search, there are two main factors to keep in mind: organization and creativity. A law student's time is most valuable, and to conduct an unorganized job search is not using that time productively.

Map out a "Plan of Attack"
With the above considerations taken into account, decide how you are going to conduct your search. Then, with a refined, professional resume, and customized cover letter, you are ready to begin.

Be Creative
Check any and all resources. These include, but are not limited to, the Office of Law Career Services and our job search web program, LegalSift, legal publications from the area you are searching, bar association reports, newsletters from law schools in the area considered for employment, personal acquaintances, family members, ONU law school alumni, undergraduate alumni, Martindale-Hubbell, practice area directories, and the Ohio Law Placement Consortium. Decide what you are going to do and then proceed to do it wholeheartedly, completely, and in an organized fashion.

Keep Track
Keep track of the routes you take in your pursuit, including, of course, individual firm names and names of contacts and hiring partners. Note what stage in the process you are with each and every one.

Follow Through
If someone in an area interviews you, but does not offer you a position, send a letter of appreciation anyway. You may end up practicing law in the same town with that firm. Circumstances may change. Perhaps you were number two and something unexpected prohibits their number one choice from ultimately taking the offer. You will be glad you followed through professionally.
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PLANNING CALENDAR

Organization is the key to a successful job search campaign.

First years are not to mail resumes until December 1. Some large firms hire L-1's, but it is very competitive. Large firms can respond to L-1 resumes after December 15.

FIRST YEAR

Fall Semester

September/October

Concentrate on classes/grades - In accordance with the NALP Principals and Standards, first year law students are prohibited from using the Career Strategies office until November 1.

You are welcome to attend seminars and workshops sponsored by the Career Strategies office prior to this date.

November

Early November - begin working on resume and cover letter (see examples in handbook).

Mid-November - Attend orientation for L-1's (first years).

Make an appointment with the Career Strategies Director after November 15 to review resume and cover letter.

Organize job search campaign (mailings/phone contacts).

Work on resume over Thanksgiving break.

Begin checking job posting board.

December

Finalize resume and cover letter. Decide on where you would like to focus your job search.

(Geographical area)

During Christmas break personally hand deliver your resume.

Get started in LegalSift, get a login and familiarize yourself with the system. Become familiar with the Career Services website and the OCI/RC schedule.

Spring Semester

January/February

If you have not started your job search, begin now.

Check with Career Services for information and deadlines for RC, OCI and other job postings and watch your e-mail for announcements.

Prepare a mail list of employers.

Mail resumes and follow up with phone calls on the resumes you have sent out.

Order a transcript from the Registrar as soon as grades are available from the first semester. Place a copy in your credential file in CS.

Update your resume adding GPA and class rank if 50% or higher in your class. Submit an updated copy to CS for your credential file.

Sign up for a mock interview through Career Services.

Begin preparing for interviews (see section on interview questions).

Make personal contacts over Spring Break. Hand deliver your resume.

See Career Services Director for help on interview preparation.

March/April

Continue job search campaign until you land a position.

Check on public interest opportunities and volunteer positions where you can get experience if not hired in a paying position.

Smaller firms tend to hire during spring months.

Continue follow-up.
SECOND YEAR

**Summer Before**

Begin preparing for fall recruiting season.

Get organized. Develop a system of tracking

Order a transcript and update your resume.

Draft a cover letter.

Narrow your focus of interest both geographically and area of practice.

**Fall Semester**

Attend workshops/seminars.

Sign up for on-campus interviews.

Begin your job search campaign early. (If applying to large firms, check deadlines and plan to send resumes before August 30 before returning to campus.)

Make appointment with Career Services Director to discuss job search.

Develop your mailing list (target certain area - use directories and alum lead lists).

Check job posting board regularly.

Schedule a mock interview - check with Career Services for list of participating faculty.

Attend a job fair/conference - information available in Career Strategies office.

**Spring Semester**

Attend Judicial Clerkship Seminar in the spring if you plan to apply for judicial clerkships, check with Career Services for deadlines to apply.

Continue your job search campaign - small to medium size firms tend to hire in the spring.

Continue targeting areas - expand your focus if needed.

Continue networking.

Attend spring career fairs

Attend spring Brown Bag Briefs

Check with Career Services for information and deadlines for RC, OCI and other job postings and watch your e-mail for announcements.

Check LegalSift regularly and Career Services OCI/RC Listings on the Career Services website.

Network as much as you can.
THIRD YEAR

Summer Before

Update resume.

Review and analyze last year's job search campaign.

Get organized for the fall, order a transcript and update your credential file in CS.

Fall Semester

Attend Career Services workshops/seminars.

Narrow your focus of interest.

Make an appointment with Career Services Director.

Update your mailing list.

Network - check with Career Services for an updated alumni leads list for the different geographical areas or run a report for yourself in Lexis Nexis.

Check LegalSift regularly and Career Services OCI/RC Listings on the Career Services website and watch your e-mail for announcements.

Brush up on your interviewing skills - schedule a mock interview.

Attend career fairs and other Career Services sponsored lectures and events to network with alumni.

Spring Semester

* Continue your job search if needed -If not - Congratulations! - Enjoy your final semester of law school!!!