

CAREER DEVELOPMENT STUDENT TIMELINE

FIRST YEAR TIMELINE

As a first year student, you can begin to use the career services office on October 15th. We recommend that you use the preceding time to immerse yourself in your first year. Meet your professors, join study groups and get to know your colleagues. Once you can use CDO services, take some time to reflect on why you decided to attend law school and think about what you want to do long term. There will be plenty of time to narrow down your options over your law school career, but remembering why you want to be a lawyer is the crucial first step in any legal job search.

Your legal career starts now! Your coursework, law school activities, community service and work experience, both before and during law school, will shape your legal career options. The Career Development Office is here to help you better define your goals and help you find the right job.

First Year Fall Semester

September – October

1. Attend First Year law school orientation events.
2. Start to develop your legal network.
3. Meet your colleagues.
4. Get to know your professors.
5. Meet second year and graduating students.
6. Sign up to participate in the Mentor Program.
7. Immerse yourself in law school.
8. Join [student groups](#).
9. A successful job search should begin with self exploration; so think about why you decided to attend law school.
10. Check out the [CDO Blog!](#)
11. Attend [Delaware Law events](#) to broaden your perspective on the law.
12. Attend the Career Development Office (CDO) orientation meeting.
13. **October 15th** is the first day First Year students may use CDO resources.
14. Attend CDO resume and cover letter writing workshops.
15. Review *Timetable of Current Hiring Practices for Legal Employment*.

November

1. Think about the type of employment you want for your first summer experience.
2. Need to focus your job search? Complete coaching assessment and schedule session with a counselor.
3. **Before Thanksgiving Break**, make an appointment with a career counselor to review your resume and cover letter, discuss your career goals and job search strategy:
Last names A – G: [LeaNora Ruffin](#)
Last names H – N: [Crystal D. Deazle](#)
Last names O – Z: [Linda Shopland](#)
4. Review The Complete Guide to the Job Search Process on the [CDO Website](#).
5. Attend CDO presentations of interest to you.
6. Log into [Symblicity](#), the CDO job bank and online career management database.

7. Update your profile on [Symplicity](#) and budget time to familiarize yourself with [Symplicity](#).
8. Check [Symplicity](#) weekly for summer or part-time job listings.
9. Create a professional [LinkedIn](#) webpage.
10. Generate a list of possible contacts including former employers, professors, vendors, business people, family, friends, references, etc.
11. Professionalize your life: review your voicemail message, email signature block, Facebook profile and online presence to be sure that they present you in the best possible light.
12. Google yourself and remove any questionable information from websites as necessary.
13. Interested in government employment? Review the *Government Honors & Internship Handbook* published by the University of Arizona James Rogers College of Law (password information is available on the CDO [TWEN](#) page and on the [Symplicity](#) home page).
14. Use [PSJD](#) to learn about public interest and *pro bono* opportunities.
15. Familiarize yourself with the admission requirements for the [state bar](#) to which you plan to apply as deadlines vary by state and some states offer financial incentives for early registration.
16. Get familiar with subjects covered on the bar exam for which you plan to sit.
17. Attend continuing legal education (CLE) courses to learn more about practice specialties and to meet attorneys.
18. Get familiar with subjects covered on the bar exam for which you plan to sit.

December

1. Focus on exams!
2. Be aware that **December 1st** is the first day [NALP-member employers](#) can accept applications from First Year students.
3. Begin to set up informational interviews and meetings for winter break.
4. Join local and county bar associations as a student member and attend bar association holiday networking events.
5. Apply for the *Public Interest Public Service Job* (PIPS) [Job Fair](#) held in February.
6. Apply for diversity job fairs in the tri-state area and around the country.
7. Meet with a counselor before you leave for winter break.
8. Use winter break to begin your summer job search in earnest.
9. Interested in a federal or state judicial internship for the summer? Send resumes and cover letters by mail to judges after exams. Judge lists for DC, DE, MD, NJ and PA are available on [TWEN](#).
10. Reconnect and check in with friends, family, previous employers and college professors during winter break.
11. Review diversity opportunities on the CDO webpage.

First Year Spring Semester

January – February

1. Continue to send out applications, focusing on small firms, non-profit organizations, government agencies and other employers in which you are interested.
2. If you have concerns about your grades, talk to someone in student affairs and/or career development.

3. Are you considering a possible alternative legal career? Schedule an appointment with your counselor to map out a career plan.
4. Participate in the Spring On and Off-Campus Interview Program (OCI); bidding begins in January and interviewing starts in February.
5. Apply for the [Philadelphia Diversity Law Group](#) (PDLG) Summer 1L Program.
6. Follow-up on all applications.
7. Sign up to participate in the Mock Interview Program at the end of January to hone your interview skills.
8. Attend CDO Spring programming on various topics.
9. Register for the [Loyola Patent Law Interview Program](#) in Chicago.
10. Continue to build your professional network.

March – April

1. Diversify your job search to include a wider range of employers.
2. Follow up on all outstanding job applications.
3. Add leadership and interest to your resume by volunteering or working on a student organization project.
4. Attend the Fall OCI orientation meeting in March/April.
5. Review the Fall OCI timeline and calendar important dates.
6. If you want to further develop your trial skills take the [Intensive Trial Advocacy Program](#), which is a seven-day course designed to sharpen your trial advocacy skills.
7. Interested in improving your writing skills? Consider [journal membership](#).
8. Take advantage of employer sponsored networking events.

May

1. Focus on exams!
2. Meet with a counselor after exams end.
3. Start early to plan your 2L job search strategy and take a comprehensive approach to the search process.
4. Research employers of interest to you and begin to draft cover letters.
5. Send resume and cover letters to your counselor for review and comments.
6. Let CDO know where you will be working for the summer.
7. Review diversity opportunities on the CDO diversity webpage and apply accordingly.
8. Apply for the [Philadelphia Area Diversity Job Fair](#) (PADJF).
9. Apply for the [Delaware Minority Job Fair](#) (DMJF).
10. Apply for career and diversity job fairs around the country.
11. Are you interested in federal judicial clerkships? First-year students have read-only access to [OSCAR](#) in June and full access in August.
12. If you are interested in applying for a clerkship, review CDO's *Judicial Clerkship Tips Sheet*.
13. If applying for post-graduate judicial clerkships on OSCAR, the online federal clerkship application system, be sure to ask professors for letters of recommendation.

14.

First Year Summer

June – July

1. Check your email regularly as CDO will send important information to you throughout the summer by email.
2. If considering a judicial clerkship after graduation, begin preparing your judges list and meet with a counselor to discuss the list.
3. Get legal experience in your summer job or volunteer position.
4. Meet and network with attorneys from your summer/volunteer job and city during the summer.
5. Develop informal mentors who can help you understand organization/office culture.
6. Produce strong writing samples to use during the recruiting season.
7. Request a reference from your supervisor upon leaving your summer/volunteer position.
8. Continue to learn about the legal profession and conduct informational interviews.
9. Writing competition samples for Law Review/Journals due in early July.
10. Prepare for the fall recruitment process.
11. Observe all fall recruitment deadlines.
12. Have your fall OCI recruiting resume reviewed by your counselor before OCI bidding begins on July 1st.
13. Read the summer [Career Connection](#) newsletters for important 2L recruiting information.
14. Think about narrowing your areas of interest (practice specialties and geographic preferences).
15. In July, review OCI participating employers and apply to non-OCI by the end of July.
16. Apply/bid for OCI employers using [Simplicity](#) by July 31st.
17. Apply/bid for Resume Collection employers in [Simplicity](#) by July 31st.
18. Mail application materials to all non-OCI employers by the end of July.
19. Watch the [Webcast Wednesday](#) videos on the [CDO Blog](#) in the summer for job search pointers.
20. Read [CDO Blog](#) and articles.
21. Consider applying for an [Equal Justice Works Fellowship](#) and other public interest fellowships.
22. Apply for the *Greater Philadelphia Area Law Schools Consortium* (GPALS) Philadelphia and Washington, DC [Job Fairs](#). Applications are due in August and interviews are conducted in September.
23. Register for the [Equal Justice Works Conference and Career Fair](#) in Washington, DC in October.
24. Check government application deadlines and apply as appropriate. Use the Arizona Government Honors and Internship Handbook Guide. The username and password are available on [Simplicity](#) and [TWEN](#).
25. Check [Simplicity](#) as employers advertise summer positions in the job postings section.
26. Request written letters of recommendations early, if necessary for applications.
27. Prepare for OCI interviews scheduled for August and September.
28. Attend the [Loyola Patent Law Interview Program](#) in Chicago if you have been previously selected to interview.
29. Research and prepare for on-campus interviews with selected employers.

SECOND YEAR TIMELINE

The second year of law school is a crucial time in your job search process. Some of you will be participating in on-campus interviews (OCI), job fairs and other recruitment opportunities. These programs should be only part of a larger job search strategy that includes visiting our online job postings in [Symplicity](#), preparing targeted mailings to a variety of employers, conducting informational interviews with alumni and attending CDO panels and other events to network with practitioners. We encourage each of you to schedule an appointment with a career counselor to be sure that you use this year wisely.

Whether your ultimate goal is to work in a law firm, government agency, public service organization, corporation, court or in an alternative career, Career Development is here to assist you with your job search.

Second Year Fall Semester

August – October

1. Think about how you will use each semester to add a skill or role to your resume and make a plan to accomplish mini goals.
2. Update your resume to include your summer experience and/or journal invitation.
3. Apply for post-graduate federal judicial clerkships through [OSCAR](#).
4. Use the [Vermont Guide](#) to check out deadlines and/or apply for state appellate court clerkships. The username and password are available on [Symplicity](#) and [TWEN](#).
5. Interview with OCI-employers in August and September.
6. Follow-up with non-OCI employers to which you sent application materials.
7. Check [Symplicity](#) for jobs as employers advertise positions in the job postings section.
8. Prepare for second round interviews.
9. Set up a mock interview with a counselor to assess and strengthen your interviewing skills.
10. Interview for [Philadelphia Area Diversity Job Fair](#) in early-August (Must be preselected).
11. Interview for [Delaware Minority Job Fair](#) in August (Must be preselected).
12. Interview for [GPALS](#) Philadelphia and Washington, DC Job Fairs in August/September (Must be preselected).
13. Apply for government honors programs as many deadlines are in September and early October.
14. Apply for public interest job opportunities. Use [PSJD](#) to conduct research.
15. Apply for positions with district attorneys and public defender offices.
16. Attend the [Equal Justice Works Conference and Career Fair](#) in Washington, DC in October.
17. Continue to build relationships with professors and legal practitioners.
18. Attend professional development programming to get a firm understanding of the “unwritten rules of practice.”
19. Consider obtaining a school-year internship to further develop your legal skills. Check [Symplicity](#) often for part-time school year opportunities.
20. Attend CDO workshops, panels and presentations.
21. Consider taking a [Delaware Law Clinic](#) to round out and enhance your legal skills.

22. Not interested in practicing law after graduation? Explore alternative jobs available to law graduates. To get started, CDO recommends reading, *What Can You Do With a Law Degree?* by Deborah Arron, which is available in the CDO library.
23. Expand your skill set. Join moot court, writing competitions (ADR and trial advocacy).
24. Are you considering an alternative career? Set up informational interviews. Use LinkedIn to connect with industry professionals in your network.

November – December

1. Focus on exams! If you continue to seek summer employment into the spring semester employers will want to see your second year first semester grades.
2. Send resumes and cover letters to small and med-sized law firms in which you are interested.
3. Meet with a career counselor if you do not have a job for the summer.
4. Continue to check [Symblicity](#) as employers advertise positions in the job postings section.
5. Register for the *Public Interest Public Service Job (PIPS)* Job Fair held in February.
6. Plan to sit for the [Multistate Professional Responsibility Exam](#) (MPRE).
7. Narrow down and focus on the bar examination you plan to take.
8. Join the bar association as a student member in the county or state in which you plan to practice.
9. Consider applying for the judicial externship program.

Second Year Spring Semester

January – February

1. Participate in the Spring On and Off-Campus Interviewing Program (OCI).
2. Continue to check [Symblicity](#) as employers will post positions online.
3. Sign up to participate in the Mock Interview Program in early January to hone your interviewing skills.
4. Consider finding a school year internship/externship.
5. Attend the [PIPS](#) Job Fair the first Friday in February if previously registered and selected to interview.
6. Send resumes and cover letters to small and medium sized firms in which you are interested.
7. Attend CDO panels and workshops.
8. Meet with a counselor if you continue to seek a summer job to review your search strategy.
9. Apply for the *Josiah Oliver [Wolcott Fellowship](#) Program* if interested in working as a judicial clerk for the Delaware Supreme Court or the Delaware Court of Chancery (Applications are due in the *Spring*).

March – May

1. Meet with a counselor.
2. Consider working as a research assistant for a professor.
3. 2RDs and 3EDs still interested in journal membership should consider participating in the *Superior Authorship Competition*. Information sessions are held in April and notes are typically due in early July.

4. Focus on exams!
5. Let CDO know where you will be working for the summer.

Second Year Summer

1. Get legal experience and continue to build your skills.
2. Meet and network with attorneys from your summer job and city during the summer.
3. Produce strong writing samples to use during the recruiting season.
4. Request a reference from your supervisor upon leaving your summer position.
5. Continue to learn about the legal profession and conduct informational interviews.
6. Check your email regularly as CDO will send important information to you throughout the summer by email.
7. Prepare for the fall recruitment process.
8. Observe all fall recruitment deadlines.
9. Update your resume to include your summer experience.
10. Have your fall OCI recruiting resume reviewed by your counselor before OCI bidding ends.
11. Read summer [Career Connection](#) newsletters for important 3L/4L recruiting information.
12. Narrow your areas of interest (practice specialties and geographic preferences).
13. In July, review OCI participating employers and apply to non-OCI employers by the end of July.
14. Apply/bid for OCI employers on [Simplicity](#) by July 31st.
15. Apply/bid for Resume Collection employers in [Simplicity](#) by July 31st.
16. Mail application materials to all non-OCI employers by the end of July.
17. Watch [Webcast Wednesday](#) videos on the [CDO Blog](#) in the summer for job search pointers.
18. Read [CDO Blog](#) and articles.
19. Consider applying for an [Equal Justice Works Fellowship](#).
20. Consider applying for other post-graduate public interest fellowships (e.g., Skadden)
21. Apply for the *Greater Philadelphia Area Law Schools Consortium* (GPALS) Philadelphia and Washington, DC [Job Fairs](#). Applications are due in August and interviews are conducted in September.
22. Register for the [Equal Justice Works Conference and Career Fair](#) in Washington, DC in October.
23. Check government application deadlines and apply as appropriate. Use the Arizona Government Honors & Internship Guide. Passwords are available on TWEN and Simplicity.
24. Check [Simplicity](#) as employers advertise post-graduate positions in the job postings section.
25. Prepare for OCI interviews scheduled for August and September.
26. Attend the [Loyola Patent Law Interview Program](#) in Chicago if previously selected for interviews.
27. Research and prepare for on-campus interviews with selected employers.
28. Consider clinical and judicial externships.

THIRD YEAR TIMELINE

As you begin to prepare for life after law school, the Career Development Office is available to assist you with your job search, educate you about career options and connect you with potential employers. Looking for a post-graduate job takes consistent work and dedication but realize that your job opportunities increase with flexibility. If you continue to look for employment in your last year of law

school consider a variety of locations and practice areas. It is always wise to start broad and narrow your options as you proceed through the process.

Do not underestimate the importance of networking. Most of the jobs that law students get are a direct result of direct contact with employers or through a personal referral. Therefore, it is very important to talk to as many people as possible during your job search. Conduct informational interviews with Delaware Law alumni, become active in your local bar association and attend CDO networking events, which are designed to help you get access to attorneys. Remember that performing *pro bono* work or working part-time are great ways to meet attorneys and can sometimes lead to a permanent job.

If you start early and put in consistent effort, finding post-graduate employment during your final year is possible.

Third Year Fall Semester

1. Continue to build your resume. Seek part-time school year internships that fit your schedule.
2. Update your resume to reflect summer employment.
3. Revise your cover letter to reflect post graduation goals and highlights from your resume.
4. Participate in the Fall OCI recruiting program, but do not limit your search to the on-campus recruiting process. Opportunities are very limited for graduating students.
5. Apply for state/local judicial clerkships from August – December.
6. Complete fellowship and government honors programs applications. Keep in mind that many deadlines are in early September and October.
7. Attend CDO panels and workshops.
8. Follow-up with non-OCI employers to which you sent application materials.
9. Check [Simplicity](#) for opportunities as employers advertise positions in the job postings section.
10. Prepare for second round interviews.
11. Set up a mock interview with a counselor to assess and strengthen your interviewing skills.
12. Refine your “elevator pitch”—a short script describing our current employment, goals and what you can offer a potential employer.
13. If selected, interview for *GPALS* Philadelphia and Washington, DC [Job Fairs](#) in September.
14. Meet with a counselor if your career goals have changed or you are still seeking post-graduate employment.
15. Begin to research salary trends using *Jobs & JDs*, a NALP publication about employment and salaries of new law graduates. This tool will help you negotiate an appropriate salary once you find a job and is available in the CDO Library.

Third Year Spring Semester

1. Complete the *Graduate Survey Form* online to let us know your employment status.
2. Sign up to participate in the Mock Interview Program in early January to hone your interviewing skills.
3. Attend CDO panels and workshops.
4. Participate in the [PIPS](#) Fair.
5. Continue to check [Simplicity](#) as employers post employment opportunities.

6. Make an appointment with a counselor before you leave if you are still looking for a job.
7. Enjoy graduation, you have earned it!