3L CAREER PLANNING TIMELINE

LOYOLA
LAW SCHOOL | LOS ANGELES

CAREER DEVELOPMENT CENTER
P. (213) 736-1150 Founders Hall 118
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Rising 3L Summer (after 2L year)

- ☐ Update resume with spring grades (optional) and summer experience, upload resume to Symplicity and request counselor approval.
- ☐ Check email over the summer for job announcements and Fall OCI.
- ☐ Consider scheduling classes to allow you to work part-time during 3L year.
- ☐ Produce a strong writing sample (if possible) and develop your legal skills.
- ☐ Establish enduring professional relationships.
- ☐ At summer's end, ask your supervisor if s/he is willing to provide a reference.
- ☐ Ask your employer if you could continue working part-time during the school year.
- ☐ Evaluate whether your work or volunteer experience fits with your interests, values, personality, goals and skills.

Rising 3L Summer (Law Firm)

- ☐ Meet with your counselor to discuss employment plan for upcoming school year.
- ☐ If possible, select a school schedule that will allow you to work part time during the school year.

Rising 3L Summer (Government)

- ☐ Begin researching post graduate federal honors and fellowship programs. [link to Arizona Handbook, www.justice.gov/legal-careers, & www.pmf.gov]
- ☐ Complete application to California Attorney General.
- ☐ Consider externing with agency of interest during fall semester.
- ☐ Begin researching JAG opportunities (Army, Navy, Air Force, Coast Guard, Marine Corps).

Rising 3L Summer (Public Interest)

- ☐ Research post-graduate fellowship opportunities such as: Skadden; Equal Justice Works; Loyola Law School Fellowships and others on PSJD.org.
- ☐ Set up job alerts on PSJD for fellowships of interest.

3L Fall (General)

- ☐ Update resume with summer grades and entire summer experience, upload resume to Symplicity and request counselor approval.

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- ☐ Review writing sample and edit if necessary. If using a summer assignement, ask permission from employer and redact as necessary. Prepare a writing sample cover page. (link)
- ☐ Meet with your counselor to discuss your job search plan for your final year and post-bar. Be sure to discuss a networking plan.
- ☐ Complete Moral Character Application.
- ☐ Join one or more student organizations and/or bar associations that reflect your career interests.
- ☐ Identify conferences and other networking opportunities to meet lawyers in your desired practice areas.
- ☐ Check Symplicity regularly for part-time and permanent job postings.
- ☐ Schedule a mock interview with your counselor before an interview, as needed.
- ☐ Schedule informational interviews with attorneys.
- ☐ Attend bar association events and/or a Continuing Legal Education (CLE) class in your practice area of interest.

3L Fall (Law Firm)

- ☐ Participate in OCI Phase I and II.
- ☐ Attend Fall Law Firm Reception (job fair) on-campus.
- ☐ Apply to local employers for part-time jobs to enhance opportunities for full-time offers.
- ☐ Search LinkedIn first and second degree contacts to identify potential contacts at small and mid-size law firms.

3L Fall (Government)

- ☐ Participate in Fall OCI Phase I & II.
- ☐ Apply for State Judicial Clerkships. [link]
- ☐ Apply for District Attorney and Public Defender fellowships.
- ☐ Apply for the Presidential Management Fellows Program (www.pmf.gov).
- ☐ Review fall deadlines for JAG applications; deadlines are September through November.
- ☐ Review application deadlines for government employers in Government Honors Handbook; most deadlines are in the fall.
- ☐ Attend Government Fair in October.
- ☐ Consider government or judicial externship in spring.

3L Fall (Public Interest)

- ☐ Apply for public interest fellowships such as Skadden and Equal Justice Works.
- ☐ Attend Public Interest Fair on-campus in October.

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3L Winter Break

- ☐ Update resume and cover letter.
- ☐ Expand network of contacts by scheduling additional informational interviews with attorneys of interest.
- ☐ Follow up with existing contacts, including previous employers, friends, family, professors, and alumni. Update them on law school progress. Express your appreciation for their mentoring. Let them know you continue to welcome their advice and are actively seeking opportunities post-graduation.

3L Spring (General)

- ☐ Participate in Spring OCI.
- ☐ Complete Graduate Employment Survey.
- ☐ If you have not secured permanent employment, complete Graduate Appointment with your assigned counselor.
- ☐ Complete Moral Character Application (if not already completed).
- ☐ Join bar associations while still eligible for the student rate.
- ☐ Identify professors and other professional references, ask if they can serve as a strong reference.
- ☐ Make a list of networking contacts, and let them know about your upcoming graduation and Bar study.
- ☐ Routinely check Symplicity; new positions are added regularly.
- ☐ Prepare writing sample for prospective employers.
- ☐ If you plan to practice law outside of Los Angeles, speak with your counselor about requesting Symplicity Reciprocity from a law school in your desired region.

3L Spring (Law Firm)

- ☐ Attend Spring Law Firm Reception. Coming up with
- ☐ Contact current or former employer(s) to ask if you can return in August as a law clerk.

3L Spring (Government)

- ☐ Attend Public Interest/Public Sector Day at UCLA in February.
- ☐ Contact current or former employer(s) to ask if you can return in August as a law clerk.
- ☐ Apply for posted government positions.

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3L Spring (Public Interest)

- ☐ Attend Public Interest/Public Sector Day at UCLA in February.
- ☐ Contact current or former employer(s) to ask if you can return in August as a law clerk.
- ☐ Apply for posted public interest positions.

Post-Graduation

- ☐ Update resume with final grades and send to your Career Services counselor for review.
- ☐ Update LinkedIn profile with "J.D., Loyola Law School, Los Angeles" (ie. remove "Candidate").
- ☐ Prepare for and take Bar exam.
- ☐ Maintain contact with your Career Services counselor, and apprise her when you obtain any form of paid employment.
- ☐ Continue to use Career Services as a resource and work closely with your counselor.