

## 2L Job Search Timeline

*The following is a general job search timeline for second year law students. However, students' job searches are unique and you should work with your OCP counselor to develop a job search strategy that best suits your individual needs.*

### **TWO GENERAL ITEMS TO CONSIDER AS YOU PLAN OUT YOUR 2L JOB SEARCH:**

1. Pursue diverse types of opportunities simultaneously e.g., law firm and gov't; mega firm and regional firm; fellowship and local public interest employer.
2. Apply to positions of interest where you have ties, in addition to your dream place to live (i.e., try to be as flexible as possible with location).

### **SUMMER BREAK PRIOR TO 2L YEAR (JUNE/JULY)**

- General
  - Check email frequently over the summer as OCP will be sending announcements about upcoming job fairs and application deadlines.
  - Review your writing sample and edit if necessary. If using an assignment from your summer, ask permission from your employer to use.
  - Use the time over the summer to start networking now with practicing attorneys. Set up informational meetings with employers in the area where you are working; join local bar associations and attend meetings. If you would like to work in a different area then you are spending the summer, set up informational interviews to learn about the market.
  - Know the hiring time-frames for employers you are targeting. If you don't know, talk to OCP.
  - Map out your preferred 2L Summer Plan **and** back-up 2L Summer Plan. Set up a meeting with OCP to help with this.
  - Update resume to include your 1L summer work experience. Have your resume reviewed by OCP.
  - Line up mock interviews with alumni and your OCP counselor **BEFORE** OCI and the Regional Interview Program starts. Do as many mock interviews as possible.
  - Set up alerts in Symplicity to ensure you receive job postings of interest throughout the school year.
- Specific Considerations for Law Firms
  - Starting mid-June, research the employers coming on campus for regional or on-campus interview programs.
  - In early July, apply for regional interview programs.
  - In early July, apply to early job postings in Symplicity.

- In July, send out applications to law firms not coming to OCI or regional interview programs. Be proactive about trying to set up interviews before OCI begins.
- Specific Considerations for Public Interest and Government
  - Some government and public interest employers come to the regional interview programs, diversity interview programs, and OCI. Apply to these positions in early July.

### **FALL SEMESTER (AUGUST, SEPTEMBER)**

- Specific Considerations for Law Firms
  - Apply broadly to employers coming to OCI.
  - Prepare for every interview. To have a successful interview, it is imperative that you research cities and firms of interest prior to your interview.
  - If you are not getting screening interviews, or if you haven't gotten callbacks, reevaluate your strategy quickly. You don't want to wait until OCI is finished. Schedule a mock interview with OCP (even if you have already had one) and have materials reviewed.
  - Continue to mail applications to law firms not participating in OCI.
- Specific Considerations for Public Interest and Government
  - Apply for the Equal Justice Works Conference and Career Fair in September (last year's deadline was September 13). Apply early for best consideration.
  - If interested in labor law, register for the Peggy Browning Fund, a worker's rights conference.
  - Check the Government Honors Handbook for early federal and state government deadlines.
    - Deadlines begin in August (ex. Florida Attorney General, EPA, and Federal Communications Commission)
    - Additional deadlines occur in early September (ex. Department of Justice, Federal Trade Commission, Food and Drug Administration, CIA)

### **FALL SEMESTER (OCTOBER, NOVEMBER)**

- General
  - Set up informational interviews for fall and holiday breaks
  - Set up meetings with adjunct professors with areas of interest similar to yours. They are on campus, have connections to the legal community, and are usually very willing to assist students.
- Specific Considerations for Law Firms and Corporations

- Continue to mail applications to law firms of interest. By mid-to-late September large firms have started filling up their summer classes, but some firms will find they have additional space due to rejected offers.
- Follow up with firms you haven't heard from. Checking back in with an employer will communicate your continued interest and keep you on the list of candidates that they may draw from if their class isn't filled up.
- Begin to target small law firms in geographic areas of interest. If there is not recruiting contact listed on the website, send applications to firm's managing partner.
- Some corporations will begin to post legal internship information on their website in the fall. Find companies of interest (martindale) and set up career alerts on the company webpage.
- Specific Considerations for Public Interest and Government
  - Attend the Equal Justice Works conference at the end of October. Even if you were not selected for interviews, the conference includes opportunities to meet employers.
  - Continue to check the Government Honors Handbook for federal and state government deadlines.
  - Check the Public Policy Handbook. Although most deadlines start in January, several rolling deadlines exist and early applications are encouraged.
  - If interested in JAG, apply to fall selection boards:
    - Army=November
    - Air Force=October
  - Check Internships USA for rolling or early deadlines for legal services internships and prosecution office internships:
    - Ex: Southern Poverty Law Center has November deadline for summer employment, San Francisco District Attorney's office wants applications by October 31.
    - Some without a formal deadline have "open" or "rolling" deadlines. Apply early for best consideration.
  - Set up job alert in PSJD for internships of interest. Application deadlines happen throughout Oct/Nov.

## **DECEMBER AND WINTER BREAK**

- General
  - Over winter break, expand your network of contacts (law alumni, undergraduate alumni, friends, etc) to learn more about the legal market in your preferred area as well as potential summer opportunities.
  - Get in touch with existing contacts, including previous summer employers, pre-law school employers, friends, family, professors and alumni. Update them on

what you have done since your last contact, and let them know you are still actively seeking opportunities.

- Specific Considerations for Public Interest and Government
  - Many deadlines are very early in January. Prepare applications for positions of interest posted in PSJD, Internships USA, the Public Policy Handbook, and the Government Honors Handbook.

## **SPRING SEMESTER**

- General
  - If you are interested in applying for a judicial clerkship, set up a meeting with Andrea Hilton to discuss the application process. Deadlines for post-graduate clerkships start early this semester!
- Specific Considerations for Law Firms and Corporations
  - Make plans to attend the Spring Job Fair held at the end of March at the University of Richmond. Apply to employers attending the fair in February. The program focuses on employers, mostly smaller law firms, throughout Virginia.
  - Continue your outreach to small law firms. Re-contact small firms you reached out to the fall to see if their needs for summer have changed.
  - If a position hasn't been posted on a corporate website of interest, reach out directly to legal counsel and inquire about the possibility of interning with the office. Directory of Corporate Counsel in the law library can help you find contact information.
- Specific Considerations for Public Interest and Government
  - Apply in January for the Government and Public Interest Interview Program held in February.
  - Although many federal opportunities are posted in the Government Honors Handbook, many agencies, and most field offices, do not post in the handbook. A listing of federal agencies can be found here:  
<http://www.usa.gov/directory/federal/index.shtml>.
  - Reach out directly to local prosecutor and public defender offices without a formal posting to inquire about summer positions.
  - Begin to prepare for post-graduate fellowship applications. Applications for Equal Justice Works and Skadden take a significant amount of time and require planning, including establishing a relationship with a sponsor organization. Attend informational sessions regarding these programs and check out the resources on the webpage. Review post-graduate fellowship postings on PSJD for less well known opportunities – sign up for alerts to get updated information.