First-Year Frequently Asked Questions

What is the role of the Office of Career Services in helping me to find employment?
The role of our office is to assist you in assessing your career goals, exploring how you can apply your legal education to the workplace, and preparing you to make the transition to a professional career. The Office of Career Services provides the following services:

- Individual career counseling
- Resume and cover letter counseling
- Interview skills preparation
- Programs on career choices in the public, private and alternative sectors
- Access to books, periodicals, directories, newsletters and computer resources
- On-line access to job postings and lists of legal employers
- Information regarding practice areas and settings, judicial clerkships, job fairs, fellowships, networking resources, honors programs, etc.
- Networking resources

What is the best way to prepare for a summer job search?

- Review the 1L Handbook and the “Where to Start” materials on our website to begin the process of self-assessment, information gathering and career planning that will focus your job search
- Create a legal resume and draft cover letter language that can be tailored to specific employers (use the resume and cover letter sections of the Handbook for help, and attend the November 5th 1L Friday Series presentation on resumes and cover letters)
- Identify practice areas and practice settings of interest to you
- Begin networking by identifying individuals working in the practice areas and practice settings of interest to you (Loyola alums, alums of your undergrad, friends of your family, parents of your friends, etc.) and contacting them for informational interviews to learn more about what they do
- Make an appointment with your counselor in the Career Services Office to discuss your career goals and review your resume and cover letters
- Become familiar with Symplicity, our online job posting database, and check it regularly for posted opportunities (but bear in mind that most positions are filled by networking, rather than job postings)

How do I make an appointment with one of the Career Services counselors?

- Call the office at (312) 915-7160 OR
- Email the office at law-career@luc.edu

What is Symplicity and how often should I check it?
Symplicity is an internet-based application that manages career services information. Our office uses it to manage student information, post jobs, and schedule interviews for our on-campus recruiting and patent law interview programs. Begin checking Symplicity periodically in late November to get familiar with it. After Christmas break, you should check Symplicity twice a week to look for summer opportunities.

How do I identify private practice law firms and corporations to contact about summer jobs?
Look at the following resources, which can be found in our office, online or at our website:
Where do I look for a public interest or government job this summer?
You should determine the type of work you would like to do and then contact the organizations that do that type of work. Take a look at the following resources, found in our office or at our website:

- Our website (www.luc.edu/law/career)
- Network with alumni who work in public interest
- Check Symplicity for public interest job postings
- This Handbook under Tab 9 - Public Service Career Planning
- Public Service Law Network – PSLawNet.org
- University of Arizona Government Honors and Internship Handbook [www.law.arizona.edu/career/honorshandbook.cfm](http://www.law.arizona.edu/career/honorshandbook.cfm) (Username: pecan | Password: sandies)
- Sullivan’s Law Directory: Federal, state, county and city agencies
- Federal Legal Employment Opportunities Guide - published by NALP
- List of Employers Who Hired 1Ls Last Year (included in 1L packet)
- Look at the Public Interest Law Initiative (PILI) at [www.pili-law.org/index.html](http://www.pili-law.org/index.html)
- [IllinoisProBono.org](http://www.luc.edu/law/career/externships.html)

How do I find a job with a judge this summer?
First year students are eligible to apply for summer judicial externships in the spring semester. Josie Gough administers the externship program and will send out an email early in the spring semester to inform you of these opportunities. Find information about judicial externships at http://www.luc.edu/law/career/externships.html. Students can also initiate a search for a position with a judge by viewing the Symplicity job postings or by directly contacting judges to inquire about job opportunities.

When should I be ready to send out resumes my first year?
After you have done your research on the types of employers you are interested in. There is a lot of work that goes into deciding where to apply long before you actually begin applying. Research the organizations you are interested in by reading the CSO’s website, calling the organizations you are interested in, and talking to your career counselor. Law firms, public interest organizations, government agencies, judges and corporations have various deadlines. Many deadlines for federal government hiring and public interest funding occur on December 1st. Most small and mid-size law firms hire in the spring semester. Some large law firms conduct 1L minority law student recruiting starting December 1st. Minority law students who are interested in working in large law firms should go to www.nalpdirectory.org to learn which firms are hiring 1Ls and be ready to email materials to those firms on December 1st or very soon thereafter.

What should I expect to be paid?
- Most small and medium law firms will pay you an hourly wage of between $10.00 and $20.00 per hour.
- Summer internships with public interest organizations and government agencies tend to not pay but offer great opportunities to gain valuable experience. See the funding ideas on our website.
- Corporations tend to pay a weekly salary.