First-Year Job Search
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 and group 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.

What is the best way to prepare for a summer job search?
• Read the entire 1L Handbook
• Revise your resume as a legal resume by using the “How To Write a Resume” document
• Attend a Resume & Cover Letter Workshop
• Make an appointment with the Office of Career Services to discuss your career goals, gain exposure to our resources, and review your resume
• Use Symplicity, create a profile and get familiar with maneuvering the job postings
• Create a cover letter by using the “How To Write a Cover Letter” document.

How do I make an appointment with one of the Career Services counselors?
• Call the office at (312) 915-7160
• Email the office at law-career@luc.edu

What is Symplicity?
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. To access Symplicity please go to: https://law-luc-csm.symplicity.com/students/index.php and enter a username and password, which our office will provide you via email on November 1st.

How often should I check Symplicity?
You should begin checking Symplicity periodically in late November to get familiar with it. After your return from Christmas break, you should check Symplicity twice a week to look for summer opportunities.

How do I identify law firms to contact about summer jobs?
Look at the following resources, which can be found in our office, online or at our website:
• Symplicity job postings
• Chicago Area Law Firms With 4 or More Attorneys list (username: student, password: loyolaonline)
• Sullivan’s Law Directory
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, which can be found in our office or at our website:

- Our website (www.luc.edu/law/career)
- Check Symplicity for public interest job postings
- Public Service Career Planning & Job Search Guide
- Public Service Law Network – PSLawNet.org
- University of Arizona Government Honors and Internship Handbook www.law.arizona.edu/career/honorshandbook.cfm (Username: cookie | Password: dough)
- 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

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. Dean Faught administers the externship program and will send out an email early in the spring semester to inform you about these opportunities. Information regarding judicial externships can be found at www.luc.edu/law/academics/special/externships.html. Aside from the Judicial Externship program, students may initiate a search for a position with a judge by accessing the Symplicity job postings or by directly contacting judges to inquire about job opportunities.

When should I be ready to send out resumes?
If none of the opportunities you are interested in have early deadlines and you do not intend to job search before winter break, you should have a resume and cover letter ready to go out by early-February, which means you should spend time over the Christmas break working on your resume and a cover letter. In January you should make an appointment to have your counselor review them with you. Do not wait until March 1 to begin this process.

What should I expect to be paid?
- Most small and medium law firms will pay you an hourly wage of between $10.00 and $30.00 per hour. Most large law firms do not hire 1Ls for the summer. The few who do, offer a salary of between $2000 and $3000 per week.
- Summer internships with public interest organizations and government agencies tend to not pay but offer great opportunities to gain valuable experience. See funding ideas on our website.
- Although jobs working in-house for a corporation can be difficult to find, corporations tend to pay a weekly salary.