Career Resources | Office of Career Services

Law School Job Search Timeline

**FIRST YEAR**

**November**
- Attend Career Services First Year Orientation
- Read the 1L Career Services Handbook
- Attend a Resume/Cover Letter Workshop and meet with your OCS counselor
- Use Symplicity username and password to explore the Symplicity database
- Respond to listings posted on Symplicity, PSLawNet and Government Honors & Internships Handbook
- Regularly read the OCS website and our emails
- Read the OCS Newsletter
- Read the Law School Announcements emails

**December**
- Begin preparing materials for mailing resumes out for summer job. Letters cannot be sent prior to December 1st. Some big firms will interview over winter break.
- Use the Chicago Area Law Firms With Four or More Attorneys document on the OCS website
- Look for law firm invitations to attend receptions over the winter break.
- Continue meeting with OCS counselors to review resumes and cover letters
- If you want a job in your home town or another city, send letters to employers letting them know you would like to interview with them over winter break (letting them know when you will be in their town)
- Register for the Midwest Public Interest Law Career Conference ([http://mpilcc.uchicago.edu/](http://mpilcc.uchicago.edu/)). Research the employers who attend this event.

**Winter Break**
- Contact individuals in your network (former employers, parents’ friends, friends’ parents) to discuss summer job opportunities
- Send letters out for summer job opportunities with large law firms
- Follow-up with employers

**January**
- Continue to respond to Symplicity, PSLawNet and Government Honors/Internship opportunities
- Follow-up with employers who have not responded to winter break mail campaign

**February**
- Be aware of deadlines for summer funding, fellowships, internships, grants and other public interest funding
- Follow-up with employers who have not responded to winter break mail campaign
- Attend Midwest Public Interest Law Career Conference in Chicago
- Watch for postings for law school clinic jobs and research assistant positions
- Begin to schedule out-of-town interviews for spring break
- Consider applying to become a judicial extern for the summer or fall – look for emails to that effect

**March**
- Register for Loyola’s Patent Law Interview Program (if you have a background in science or technology)
- Watch for job deadlines this month and get materials to those employers on time

**Spring Break**
- Contact individuals in your network to discuss summer opportunities and/or to gather information about legal practice
- Schedule interviews for summer employment

**April**
- Attend orientation for fall On-Campus Interviewing
- Attend “Preparing for Your Summer Job” program
- Attend OCS programming
- Register for job fairs
- Try out for law journals and/or moot court, which provide excellent experience and are good on a resume
Summer Break

- Register for job fairs (CCBA, BLSA, Vault, Lavender Law, Minnesota, IMPACT, etc)
- Work full or part-time to obtain legal experience
- Read emails from OCS and the OCS website to remain informed about fall OCI, second year job search information, and other career services events and activities
- Notify OCS of any changes in your contact information over the summer
- Update your profile and resume on Symplicity
- Continue to respond to Symplicity listings
- Update your resume and cover letter
- Make a list of references
- Select one or more writing samples and revise and redact as necessary
- Create a career file to keep track of your summer work experience and contacts including: (1) brief descriptions of your assignments, (2) your written work product, (3) list of client for whom you worked, (4) list of attorneys with whom you worked
- Research long-term career options and geographic areas

SECOND YEAR

July/August

- Complete Summer Employment Survey
- Revise resume to reflect summer experience
- Interview at Patent Law Interview Program
- Complete registration for fall OCI, scan resume into Symplicity, bid on OCI employers, begin interviews
- Schedule a mock interview
- Attend “Interview Tips” program where students give their perspectives and advice about the OCI process
- Interview at job fairs
- Watch for Department of Justice Summer Law Intern Program Deadline – usually in early-September
- Watch for other Honors Program deadlines
- For large law firms not participating in OCI, send resumes and cover letters to them in August
- Follow-up with any employers whom you have contacted directly
- Obtain a current transcript from the Loyola University Registrar in Lewis Tower, make copies for distribution to employers, and create a PDF of your transcript by having it scanned in the Office of Career Services

September - October

- Complete Summer Employment Survey
- Interview with on-campus employers
- Attend “Beyond OCI” program and other career search programming sponsored by the Office of Career Services
- Apply to be a judicial extern for spring semester
- Attend the Minnesota Minority Recruitment Conference
- Attend the BLSA Midwest Minority Career Conference, Cleveland, OH *(registration in September)*
- Attend the Equal Justice Works Conference and Career Fair, Washington, D.C
- Update your resume
- Schedule meetings with OCS to plan for 2L summer job search

November

- Attend Public Service Employers Reception
- Read the OCS website and newsletter for additional events and opportunities
- Register for Midwest Public Interest Law Conference (February)
- If you have accepted employment, make sure to notify the OCS

Winter Break

- Mail targeted mailings to large firms for summer jobs

January

- Schedule counseling appointment to focus job search
- If considering a post-graduate fellowship, attend the fellowship workshop

February

- Attend the Midwest Public Interest Law Career Conference, Chicago
- Attend the judicial clerkship panel discussion presented by current/former judicial clerks
March
- Be aware of judicial clerkship application process – all materials are due in July – plan to attend orientation meeting
- Respond to listings posted on Symplicity, on PSLawNet and in government Honors & Internships Handbook, and other sources
- Watch for postings in the law school for clinic jobs and research assistant positions
- Attend Fall On-campus Interviewing Orientation
- Register for job fairs
- Check Symplicity daily for job postings for summer work

Spring Break
- Contact people in your network to discuss summer opportunities and/or to gather information about legal practice
- Apply for jobs
- Conduct out-of-town interviews

April
- Follow-up on resume mailings and interviews

Summer
- Work in a legal job to obtain experience
- Read emails from OCS and pay attention to the OCS website
- Notify OCS of any changes in your contact information
- Participate in judicial clerkship application process
- Obtain a current transcript from the Loyola University Registrar in Lewis Tower
- Update resume

THIRD YEAR
August/September
- Complete Summer Employment Survey
- Make an appointment with OCS to do discuss third year job search strategy
- Attend OCS programming
- Schedule a mock interview
- Update resume and cover letters to reflect summer employment
- Participate in on-campus interviews
- Complete fellowship and honors program applications (DOJ Honors Program deadline is early September)
- Continue to attend receptions, programs, and bar association activities to network

Throughout the Fall
- Make an appointment with the OCS to discuss your job search strategy
- Attend OCS programming
- Continue mailing resumes, focusing job search, networking
- Work in a Loyola clinic
- Attend the Loyola Alum/Employer Reception
- Attend Public Interest Organizations Reception
- Work part-time to obtain legal experience

Winter Break
- Work on bar exam application

Spring
- Continue mailing resumes, focusing job search, networking
- Work part-time to obtain legal experience

Graduation
- Study for bar exam, pass, and embark upon legal career!