

Career Planning and Job Search Timeline

This Career Planning and Job Search Timeline is an introductory tool for Akron Law students to help plan your career development, and to help determine how to meet your post-law school professional aspirations.

This timeline is a road map to follow through each semester of your law school career. While it may seem

First Year, First Semester

x **July (December for Spring Start)**

- o Complete your self-assessment for Get to Know the CSO

x **August (January for Spring Start)**

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- Study. Also get plenty of rest, exercise, and a healthy diet. This will help with stress, which will help with exams, which will help you get interviews!
- Socialize with your law school classmates – they will be your future colleagues. You never know when a law school classmate will be in a position to pass on your resume, act as a reference, or even hire you.
- x **November (March/April for Spring Start)**
 - Continue to attend CSO workshops/presentations.
 - Review the CSO handbook, as well as resources available on the CSO Resource Library, specifically resume and cover letter handouts.
 - Prepare a draft cover letter and schedule an appointment with Director Bencze to review.
 - f Day and evening appointments are available.
 - f Virtual appointments are available on Teams.
 - f 1L Part-time students can make appointments as early as August or January if Spring Start.
 - Identify opportunities for first-year summer positions, including internships with large, medium and small firms, both local and non-local, public interest opportunities, and judicial clerking.
 - Special note to Spring Start students: consider taking summer courses, participating in clinics, or volunteer work.
- x **December**
 - Begin applying for first year summer associate programs: Large-firm employers associated with the National Association of Legal Professionals (NALP) start accepting applications on December 1 annually.
 - f Large firms require students with excellent grades, generally top 10-15%.
 - f It is likely that first-year grades and/or class rank will not be released before submitting applications.
 - f Important: update applications once you have your grades/rank.
 - Begin applying for 1L fellowships, as applicable.
 - Participate in the 1L Clerkship Program through the Cleveland Metropolitan Bar Association (CMBA) if applicable. Check the Career Connection for application guidelines.
 - Review the governmental summer internships requirements and submission timelines.
 - f Hot tip: Arizona Law Government Honors and Internship Program Handbook is available on the CSO Resource Library. See us for the password.
 - Start sending out resumes and making contact with small and medium sized law firms.
 - Utilize online legal directories such as Martindale.com or local bar directories, and LinkedIn to locate firms in your area.
 - Attend holiday networking receptions.

Semester Break (Spring Break for Spring Start)

- x Have a plan to make your break productive
 - Contact local attorneys and schedule time to meet with them for coffee or lunch.
 - f Do not make it all about resumes and interviews and jobs. Going in with this attitude will only turn off potential employers.

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- f* Remember, your goal is to get substantive legal work, not necessarily a job. Establish networks, make contacts, create relationships. Those will hopefully turn into a job, an internship, or even just a “shadowing” experience at a later time.
- o Submit applications and schedule interviews over the semester break where opportunities are available.

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fellowships beyond the PIL Fellowship. Check Equal Justice Works and PSJD.

x **April**

- o Register for national job fairs held during the summer.
- o Try out for Moot Court and Trial Teams.
- o Attend info session for Fall OCI Recruitment Programs. Note: 2 Year JD students are welcome to attend!
- o Attend “How to Succeed in Your Summer Job.”

First Year Summer

- x Apply for Law Review and/or related, e.g., Tax Journal, IP Journal, etc.
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- o Update your resume to include your 1L summer experiences, leadership/volunteer activities, grades/Rank, honors, and activities.
- o Update your LinkedIn.
- o Meet with Dean O'Brien to discuss externship opportunities for spring semester.
- x **October**
 - o Fall OCI continues. Apply to job postings as well.
 - o Attend Equal Justice Works Fair in D.C. (or virtually).
- x **October-December**
 - o **STUDY and WORK HARD.** The second year in law school is, for most students, the most difficult and demanding. Your time will be stretched, and much will be expected of you. Learn to multi-task and work hard; it is a precursor to your life as an attorney.

Winter Break

- x Rest.
- x Continue to fine tune your resume **Rest ORK HARD.** – continual 1 tg TcRest ORK HARD.

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- o Start preparing judicial clerkship application materials (federal and those state courts who you have not already applied to).
 - x Note: state level judicial clerkships tend to vary more in their deadlines. Contact courts and/or CSO for assistance determining hiring cycles for state courts.
 - x You will need multiple letters of recommendation, writing samples, etc.
 - x Contact your recommenders early because it often takes a long time to get a recommender to actually get the letter to you.
 - x Investigate application timelines and application means.
 - x OSCAR for federal clerkships has very defined timelines. CSO can help.
 - x OSCAR access is available: <https://oscar.uscourts.gov/>

Summer

- x Work. Your goal should be to have a paid legal job for the summer. If you are public interest minded, a full-time job at a public interest organization (which may be paid or not).
 - o Participate in the Externship Program / Public Interest Law Fellowship Program.

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x **June - December**

- o Many opportunities **for graduates come up from June to December**, particularly after Bar passage. Continue to check your Akron email!
- o Apply to posted positions on AkronLawJobs, the blog, and the Career Connection. Cast a wide net!
- o Join the Law School Alumni Association.
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