

## **1L Career Launch November 1, 2010**

Career planning and work experiences are critical elements of your legal education. In order to be competitive for jobs after graduation you must build your resume with legal work experience during law school, as well as succeed academically. These skills may come from externships, volunteer opportunities, clinic experience or paid positions.

### **TIMELINE**

#### **Fall Quarter**

- Beginning **November 1**, meet with your Career Coach.
- Prepare your resume, cover letter, writing sample and references this quarter. Samples are available at <http://www.law.washington.edu/Career/Students/JobResources/CareerTools.aspx>. E-mail resume and cover letters to your Career Coach for review well in advance of your scheduled meeting.
- Upload your resume to Symplicity before the end of November (AFTER it's been reviewed by and commented on by your Career Coach).
- Become familiar with the Career Planning website, Symplicity, and other Web resources.
- Develop relationships with faculty members, especially your assigned mentor. Visit the law school website <http://www.law.washington.edu/Directory/Expertise.aspx> for bios and areas of expertise.
- Attend featured networking events. Networking is the most effective method for finding a job, and attending our events will help you manage your job search time more efficiently.
- Attend lectures, programs and workshops sponsored by Center for Career and Leadership Development. Events can be found at <http://www.law.washington.edu/Calendar>. Always RSVP in Symplicity at <https://law-uwashington-csm.symplicity.com/students> for Center for Career and Leadership Development events.
- Assess your Interests, skills, and experience at using our Job Search Resources page at <https://www.law.washington.edu/Career/Students/JobResources/default.aspx>
- Beginning **December 1**, you may submit applications to employers. Start by using Job Search Resources at <https://www.law.washington.edu/Career/Students/JobResources/researchingEmployers.aspx>.

#### **Winter Break**

- Prepare and apply for career fairs and programs, including the Northwest Public Service Career Fair, the Puget Sound Area Minority Clerkship Program and 1L Diversity fellowships. The NW Public Service Career Fair will be held in Seattle and Portland in early February. The tentative deadline to submit applications for either fair will be mid-January. Diversity Fellowship deadlines for local firms are mid-January. Information about additional fellowship opportunities and career fairs can be found on the Career Planning webpage at <http://www.law.washington.edu/Career/Students/default.aspx>.
- Develop a personal plan using the Marketing Plan Template on-line at <https://www.law.washington.edu/Career/Students/JobResources/CareerTools.aspx#jobSearch>.

- Follow up with employers to confirm your application materials were received. Inquire about their hiring needs and timeline. Allow 2 weeks for employers to receive and process materials.
- Conduct informational interviews. For further information, see <https://www.law.washington.edu/Career/Students/JobResources/CareerTools.aspx#interview>

### Winter/Spring Quarter

- Puget Sound Area Minority Clerkship Program (applications due late January – See 2010 info at <https://www.law.washington.edu/Career/Students/Recruiting/recruiting1L/psamcp.aspx>. (2011 not yet available); Diversity Fellowship Programs; and Public Service Career Fair (held in Seattle and Portland in February). See <http://www.nwpifair.org/> for details.)
- Consider opportunities to work for a School of Law faculty member as a research assistant.
- Judicial Externship Applications due late January. Review the Judicial Clerkship webpage for further information see <https://www.law.washington.edu/Career/Students/JudExternship/default.aspx>.
- Student Employment Network lists students who have volunteered to be a resource to you in your job search: <https://www.law.washington.edu/Career/Students/JobResources/studentEmpNet.aspx>. Going forward, this information will be gathered through Symplicity.
- Join the William O. Douglas Society to learn about out-of-state opportunities and connect with alumni.
- Begin planning to participate in fall recruiting by attending informational events in May. Fall 2010 Recruiting Program is live at <https://www.law.washington.edu/Career/Students/OCI/default.aspx>. (Fall 2011 Recruiting Program information will be available in the spring.)

## RESOURCES

- Center for Career and Leadership Development website <http://www.law.washington.edu/Career/Students>
- Center for Career and Leadership Development Blog <http://uwlawcareerplanning.blogspot.com>
- Search tool to find practicing lawyers [www.martindale.com](http://www.martindale.com)
- Public service positions [www.pslawnet.org](http://www.pslawnet.org)
- Directory of employers [www.Nalpdirectory.com](http://www.Nalpdirectory.com)
- National Assoc. for Legal Career Professionals [www.Nalp.org](http://www.Nalp.org)
- Vault Career Information [www.vault.com](http://www.vault.com)
- ABA (American Bar Association) Resources <http://jobs.abanet.org>
- Job Announcements/Symplicity <https://law-uwashington-csm.symplicity.com/students>

## EMPLOYMENT OPPORTUNITIES

- Externships – Judicial – Government agency– Nonprofit
- Law firm positions
- Research assistantships with law faculty
- Work-study
- Study abroad programs
- Language study (FLAS grant)

## FALL EVENTS

For events list, see <http://www.law.washington.edu/Calendar>