

Career Planning for 1Ls

1Ls must make a mandatory appointment with their career counselor and upload a resume onto the Symplicity system between November 3, 2009 and January 15, 2010.

Watch for an email from kentcso@kentlaw.edu on about November 3rd with the heading:
“Career Services Office: Password for Symplicity and Career Counselor Assignment”

November, December:

Attend career workshops presented by the Career Services Office. **Participate in a CSO tour.**

Develop a legal resume. Attend the program “Developing a Legal Resume and Cover Letter” and make an appointment to have your career counselor review your draft.

Attend Public Service Reception at Loyola, November 5th

If you wish to apply to large law firms for the first summer: 50+ attorneys (caution: there are only a handful of first year jobs in this sector of the market) **or Intellectual Property Boutique Firms – *get cover letters and resumes out*** during December. Competition for these jobs is extremely fierce. A list of large firms that will consider 1L applications is available by searching the NALP Directory at www.nalpdirectory.com, you must develop a strong resume and cover letter.

If you are interested in working for the **United States Attorney’s Office Northern District (Chicago, IL) for you 1L summer**, applications are due by December 31st, and available as handout # 54 in the Career Services Office.

Other federal government agency honors programs, primarily based in Washington DC, have deadlines for 1L’s on or around December 1st. For a complete list view the Government Honors & Internship Handbook at www.law.arizona.edu/career/honorshandbook.cfm username: cookie; password: dough

Apply for PILI (Public Interest Law Initiative) paid summer internship beginning December 1st. www.pili-law.org. You will be more competitive if you apply in December, see “Preparing Your PILI Application” program scheduled in November for more information.

Register for MPILCC (Midwest Public Interest Law Career Conference) by Wednesday, December 10th.

Apply to the City of Chicago, Department of Law summer externship program as of December 1st, it is recommended that you apply by the end of January at the latest.

Begin self assessment: What would you like to do during the summer after your first year? Work as a law clerk at a firm? Work at a public interest or government agency? Work in the Law Offices/Clinics at Chicago-Kent? Extern/Intern for a Judge? Research for a professor? Study abroad, combined with some legal experience? Volunteer/do some pro bono legal work?

Begin networking. Read this handout: <http://www.kentlaw.edu/depts/cso/handouts/networking.html>, make a list of lawyers/contacts you have and start reaching out to them about being in law school. The holidays are a good time to start networking and conducting informational interviews.

Concentrate on exams. First year grades are important to many legal employers.

And relax! First year can be overwhelming. Take a deep breath and find time to renew your inner resources.

January:

Continue to explore your options for the summer. Set up an appointment with your career counselor in the Career Services Office to talk about your job search plan and your long-term career goals, make your appointment by January 15, 2010.

MPILCC deadline for resume upload and bidding on employers, Noon, Friday, January 8th.

The **Cook County State’s Attorney Office** begins accepting applications for summer clerks beginning January 1st, but you should wait to apply until you have received your first semester grades.

Check out general career planning guides and books about legal careers that interest you. The Career Services section in the library (9th Floor) has several categories devoted to specialized areas of law and general career planning.

Develop a persuasive cover letter targeted to the areas of law in which you're interested. In targeting firms, government agencies, or non-profit organizations you can look for things like size of firm, types of practice (i.e., transactional or litigation), and the practice areas available (e.g., environmental, patent, etc.).

Send cover letters and resumes to mid-sized employers (25-50) in which you are especially interested. The "Chicago Area Law Firm List" a/k/a "Four or More List" will assist with this effort. Although most will not hire summer clerks until April or May, a handful will hire in late winter or early spring.

If you would like to do legal aid work or government work over the summer, apply for a Public Interest Law Initiative (PILI) summer internship, attend the Midwest Public Interest Law Career Conference (MPILCC), watch Symplicity for posts, visit Public Service Lawnet (PSLawNet) www.pslawnet.org, and help Kent Justice Foundation with their spring auction in order to increase your opportunity to get summer funding.

Watch the Record for information about the **Patent Law Interview Program (Job Fair for Patent Law)**

February:

Attend Practice Tracks, a program on legal practice areas (planned for February 2009)

Continue to follow up on volunteer opportunities. The *Public Interest Resource Center (PIRC)* at Chicago-Kent matches volunteers with opportunities. <http://www.kentlaw.edu/publicinterest/pirc/>

Midwest Public Interest Law Career Conference: Saturday, February 6, 2010.

Talk to 2Ls and 3Ls about what they did during the summer following their first year.

Watch the job postings through Symplicity.

March, April, May:

Begin sending out a cover letter and resumes to smaller firms (2-25 attorneys). Follow up with phone calls.

Re-contact midsize firms that indicated they were not hiring until spring and apply to those firms not previously contacted.

Follow up on clerking job listings in Symplicity - April and May are peak hiring months for summer law clerk jobs.

Watch the Record for information about applying for judicial externships, clinic positions and faculty research assistant positions.

Consider participating in the Fall On Campus Interview (FOCI) program. There will be a **mandatory** program in the spring for all students who are participating in FOCI. Note that the on-campus interview program begins a week before classes start – if employers are coming on campus that interest you, plan accordingly.

Consider a part-time legal volunteer position combined with a paid non-legal position.

Don't get discouraged. Paid legal employment may be challenging to find during the summer after the first year. Don't give up! A number of law firms are still seeking clerks in June. **No matter what your plan is, have a back-up plan.**

June, July, August:

Enjoy your summer. Whether you are working for a public interest organization, law firm, government agency, or judge, you will develop transferable skills and establish a new network of contacts for future opportunities. It is also an great time to learn more about the legal field and determine what practice areas interest you.

Continue self assessment and relationships building. What do you want to do with your law degree? Learn about your options. The more information you gather and the better you know yourself, the more satisfying you'll find your legal career. Summer is a great time to do more networking and information interviews. Get to know the attorneys you are working with, they are future job references and colleagues.

Research and Bid on Fall On Campus Interview (OCI) employers. Review our web site for information on this program. Research large firm employers using the www.nalpdirectory.com so that you can make educated choices concerning bidding. **Meet bidding deadlines that occur in August. OCI begins the week before classes start.**

Upcoming Programs

October 30: CBA Young Lawyers Section Pro Bono and Community Service Fair

On Thursday, **October 29, 2009, from 5:00-7:00 p.m.**, meet with representatives from over 40 of Chicago's legal aid, pro bono and community service organizations to network with like minded professionals and uncover the volunteer opportunity you have been seeking. Refreshments and light appetizers will be served. The Fair is co-sponsored by The Chicago Bar Foundation, Exelon, Kirkland & Ellis LLP and Public Interest Law Initiative. The event is hosted by Kirkland & Ellis LLP, 300 N. LaSalle Street, Chicago. RSVP to yls@chicagobar.org. A list of participating organizations can be found at www.chicagobar.org.

October 28, November 3 & 10: Mandatory 1L Resume and Cover Letter Workshops

A workshop on developing a legal resume, writing strong and effective cover letters, what to use for writing samples, and how to list references, will be presented on **Wednesday, October 28 at 3:00 p.m. in the Auditorium; Tuesday, November 3 at noon in Room C40; and Tuesday, November 10 at noon in Room 210. 1Ls must attend one of these programs if you want to have your resume or cover letter reviewed by a career counselor, but you only need to attend one session.** If you have any questions, contact kentcso@kentlaw.edu. **Please note the date of one of these sessions has moved.**

November 9th & 11th: 1L Office Tours

First years interested in learning about the resources offered in the Career Services Office are encouraged to sign up for an office tour. Tours will be held at the following times and should last no longer than 15 minutes: **Monday, November 9th at 11am; Wednesday, November 11th at 5:15.** Please RSVP through the Events section of Symplicity or to kentcso@kentlaw.edu

November 5: Meet the Public Service Employers Reception

Learn about non-profit and government agency job opportunities at this reception. **Thursday, November 5th at 5:30-7:00pm**, at Loyola University Chicago, 25 East Pearson, 15th Floor, Kasbeer Hall. This reception is a joint project of the Chicago Area Law School Consortium (CALSC), which includes Chicago-Kent College of Law.

November 11: Attention 1Ls & 2L's: Preparing your PILI application

The Public Interest Law Initiative (PILI) offers \$5,000 internships for students who spend their summer at one of their designated Chicago-area legal aid organizations. Last summer, eight Chicago-Kent students received PILI internships, and last spring three Chicago-Kent students received semester PILI internships. Hear from an employer who reviews PILI applications and several students who were successful at obtaining a PILI internship. 2L's can apply for a PILI beginning on October 15, while 1L's can apply beginning on December 1. **Tuesday, November 11, 12:00 p.m., room 170.** For more information, visit the PILI website is www.pili-law.org. This program is sponsored by the Career Services Office and the Kent Justice Foundation.

November 12: ABA Judicial Intern Opportunity Program (JIOP) Panel Discussion

The Judicial Intern Opportunity Program (JIOP) is a summer internship program open to all first or second year minority or financially disadvantaged law students who want to do legal research and writing for state or federal judges in Illinois, Texas, Washington DC, Miami, Phoenix, and California. Chicago-Kent students who have participated in the Judicial Internship Opportunity Program will discuss their experiences applying, interviewing and working with a judge over the summer. This program will be on **Wednesday, November 12, 3:00-4:00pm in room 170.** Detailed program information and applications are available at the program website www.abanet.org/litigation/jiop. Applications will be accepted December 1st for first year students and **MUST BE COMPLETED BY December 31, 2008.** This program is sponsored by the Career Services Office, APALSA, BLSA, Lambdas, HLLSA and SALSA. Food will be provided, courtesy of BLSA and SALSA.

CAREER SERVICES PASSPORT

MEETINGS WITH THE CSO

(frequent visits encouraged)

- First 1L Meeting, by January 16, 2010
- 1L Spring
- 1L Summer
- 2L Fall
- 2L Spring
- 2L Summer
- 3L Fall
- 3L Spring

DOCUMENTS FOR REVIEW/NEEDED FOR JOB SEARCH

- Resume, updated every semester
- Cover Letter, for different types of positions
- Reference Page
- Writing Sample
- Transcript (each semester)

READ THE RECORD

- Every week to scan for programs of interest

CHECK SYMPPLICITY (JOB POSTINGS)

- Regularly, to watch for job postings/externships/volunteer legal opportunities

NUTS & BOLTS PROGRAMS

- Resume & Cover Letter Workshop
- Interview Tips
- Mock Interviews (offered by CSO for job fairs and to practice for summer job interviews)
- Networking
- Out of State Job Search
- Preparing your Public Interest Law Initiative (PILI) Application
- _____
- _____

SUBSTANTIVE CAREER EXPLORATION PROGRAMS (sponsored by CSO and student

organizations, Examples: Intellectual Property Law, Labor & Employment, Corporate Law, Environmental Law, etc.)

- _____
- _____

GENERAL CAREER EXPLORATION PROGRAMS

- Public Interest Law Careers
- State & Local Government Law Careers

- Federal Government Law Careers
- Small & Mid-Sized Firms
- Alternative Careers in Business Law

LIFE IN PRACTICE PROGRAMS

- Public Service Employer Reception (Nov. 5 at Loyola)
- Practice Tracks – Learn about law practice areas (Feb. location TBA)
- _____

PROFESSIONALISM PROGRAMS

- Professional Etiquette
- Business of Law
- Bootcamp for Summer Jobs
- _____

NETWORKING WITH ALUMNI & CONDUCTING INFORMATIONAL

INTERVIEWS (Recommended on an ongoing basis throughout law school)

- _____
- _____
- _____

BAR ASSOCIATIONS

- Local
 - Chicago Bar Association
- State
 - Illinois State Bar Association
- National
 - American Bar Association
- International
- Subject Specialty
- Diversity

JOB FAIRS (Patent, Public Interest, Minority/Diversity)

- Midwest Public Interest Law Career Conference (MPILCC) – register by Dec. 10, fair is February 6, 2010
- Loyola Patent Fair - register in February for August Fair
- Cook County Bar Association (CCBA) Minority Job Fair – register in May for August Fair + other minority/diversity fairs
- American Intellectual Property Association Job Fair (AIPLA) (held annually, October, Washington DC)
- Equal Justice Works (public interest fair, held annually, October, Washington DC)

Job Search Resources for Chicago-Kent College of Law 1L Law Students

Instructions for making your first career counseling appointment:

1Ls must make an appointment with their career counselor and upload a resume onto the Symplicity job posting system between November 3, 2009 and January 15, 2010.

When you receive an email from kentcso@kentlaw.edu on about November 3rd with the heading: “**Career Services Office: Password for Symplicity and Career Counselor Assignment,**” please log-in to Symplicity, update your contact information, under “Shortcuts,” click on “Request an Appointment,” select your career counselor, a day, and a time. If you are having a problem, please contact our office kentcso@kentlaw.edu or 312-906-5200. Thank you!

The Record

All CSO activities at Chicago-Kent are posted in the Record every week, be sure to scan opportunities weekly.

Symplicity – the Career Management System

Visit this site regularly during your law school career for law clerk positions, externship and internship opportunities, and legal volunteer activities. We also place all career service office password-protected resources in the “Documents Library.”

Career Services Office Networking Webpage

This networking webpage covers many networking strategies and is a must-use resource that contains links to many of the other suggestions described in this handout:

<http://www.kentlaw.edu/depts/cso/handouts/networking.html>

Instructions for Accessing the Alumni Advisor Network

Chicago-Kent has an Online Alumni Community populated with alumni who have opted to serve as a Career Advisor. If you’re logging in for the first time, go to: www.alumni.kentlaw.edu/firstlogin. In the Constituent ID field, enter your Banner CWID. The Class Year field should be the following: If you are day student LD1, if you are a night student LN1.

Instructions for using Martindale.com

You can use www.martindale.com to locate C-K alumni. Do an “advanced search” which allows you to search for Chicago-Kent alumni by practice area all over the country. Please note that firms and individuals pay to be on this website so you will not find all Chicago-Kent alumni here.

Linked In

Chicago-Kent is "[Linked In](#)." Linked In is a professional networking site that any user can join, create a personal profile and link to professionals they know. There are 900+ Chicago-Kent affiliated users on LinkedIn, join the Chicago-Kent Group to access them all.

Facebook

The Chicago-Kent Alumni Association now has a home on Facebook. Search for “Chicago-Kent Alumni Association” to access the page to view upcoming events, law school news, and more! Become a Fan to add your own photos and videos and post to the discussion board and wall.

Instructions for Accessing the Chicago Area Law Firm List

The Chicago Area Law Firm List, aka the 4 or More List, contains the names, contact information and practice areas of firms with 4 or more attorneys in the Chicago Area.

The password-protected, searchable database can be accessed through the Career Services Office web site. <https://applications.kentlaw.edu/fom/login.asp> **The username is lawfirms and the password is kentlaw.** The database will allow you to search for firms by name, location, practice area, and size. Any firm you locate through the 4 or more list, can help you find Chicago-Kent alumni to network with.

Instructions for accessing on-line CSO Videos

All CSO programs are videotaped! Come to our website to view any programs you missed: <http://www.kentlaw.edu/depts/cso/videos.html> username: **videos**; password: **kentlaw**

Bar Associations & CLE Classes

Bar Associations are one of the best ways to network and should be utilized extensively throughout your legal career to meet new people and stay on top of the latest practice developments in your area of law. Many bar associations host social events, seminars and other occasions where you can meet practicing attorneys. For example, the [Chicago Bar Association](#) has 120 practice groups in practically every area of law that meet monthly throughout the year at noon to discuss the latest legal developments in those areas.

[Chicago and Chicago Suburban Bar Associations](#)

[National Bar Associations in many practice areas](#)

[Local and National Women & Diversity Bar Associations](#)

Find Pro Bono Opportunities: A great way to network and gain practical legal experience

Pro Bono Opportunities are a great way to meet attorneys and gain practical legal experience. Visit, www.illinoisprobono.org, and search law student opportunities.

Recommended Reading List

Guerrilla Tactics for Getting the Legal Job of Your Dreams, Kimm Walton

Easy-to-read, thorough approach to the legal job search. Discusses the entire job search process from personal assessment to resume writing, interviewing and salary negotiation. Also addresses non-traditional jobs for lawyers.

How to Work a Room, Susan RoAne

The “classic” book for the inexperienced as well as the experienced in networking. Identifies numerous strategies to utilize contacts and avoid common mistakes.

It’s Who You Know: Career Strategies for Making Effective Personal Contacts, Cynthia Chin-Lee

Another renowned resource regarding the art of networking. The author presents reasons for networking, ways to establish a network and provides concrete ideas for “making it happen.”

Lawyers’ Guide to the Chicago Job Market, YLS of the Chicago Bar Association

Helpful tips for the legal job search in Chicago, descriptions of specific practice areas and application information for many Chicago legal employers. Also contains useful list of resources (agencies and websites) for implementing a successful job search.

The Official Guide to Legal Specialties, Lisa Abrams

Written by Chicago-Kent College of Law’s former Assistant Dean of Career Services, this resource provides a descriptive glimpse into thirty legal practice areas. Not sure what you want to practice? Read this book first so that you get a better idea of your options.

What Can You Do With a Law Degree?, Deborah Arron

An in-depth review of the multitude of options for lawyers in non-traditional settings. The author provides practical suggestions for the job search and ways to address objections from non-legal employers.

What Color is Your Parachute?, Richard Nelson Bolles

The “practical manual for job-hunters and career-changers.” Though it does not specifically address a legal job search, its focus on assessment and matching personal interests, skills and experiences with a successful career makes it an essential read.

What Law School Doesn’t Teach You...But You Really Need to Know, Kimm Walton

Reinforces why what you learn outside of the classroom is just as important as your GPA and covers the Do’s and Don’ts of working in a law firm, government agency or non-profit organization.