

FALL SEMESTER & HOLIDAY BREAK

- **Finalize your Florida bar application!** Notary appointments are available through the CSO.
- **Prepare your résumé and research employers for summer positions.** Send direct applications (résumé, tailored cover letter, and writing sample). Ideally send just after Thanksgiving with the plan to set up interviews over the holiday break. Use Martindale.com to find firms of interest to you. With private law firms, most large firms do not hire 1Ls as Summer Associates. Some mid-size and small firms hire 1Ls as Law Clerks or “Interns” but they tend to hire in the spring or early summer. Note that smaller firms are the majority in the market. Government internships are available for 1Ls. See the 1L Summer Job Search Basics Handout.
- **Explore practice areas and career paths of interest.** Reference **The Portal** to research areas of law, find career paths, locate professional bar associations that have student memberships, find public interest law funding, study abroad info, etc. (Link is on the CSO page of the school intranet). *Quick tip:* Pick up a CSO Quick Start handout on an area of interest (on the shelves outside the CSO).
- **Set up informational interviews** wherever you are over the holiday break. Aim for at least two. *Quick tip:* Pick up a “How-To’s of Informational Interviewing” brochure (on the shelves outside the CSO).
- **Attend every holiday party and social event** that you can muster (without overindulging).

SPRING SEMESTER

- **Read your weekly Thursday E-Update and email alerts** from the CSO for announcements.
- **Network! Network! Network!** Participate in the CSO’s Lunch Like a Lawyer program. Join a local bar association and add your membership to your résumé.
- **Attend programs** by Career Services and student orgs. **Strike up a conversation** with a speaker after the program. Follow up later with a question or request to meet for lunch.
- **Continue to apply to employers** throughout January, February and March. Mail direct applications and follow up between 1-2 weeks later. *Quick tip:* Be very polite to the employer’s gatekeeper and ask him/her to help you find an answer.
- Upload your most recent résumé, cover letter and writing sample to Symplicity. **Check “Job Postings” in Symplicity** frequently for new listings.
- **Learn the terms used by employers. Summer Associate:** Term reserved for large law firms; paid position; no school credit. **Law Clerk:** Term used at most other law firms and agencies; paid position; no school credit. **Extern:** School credit received; unpaid; in the government/public interest, and non-profit sector. **Internship/Intern:** Unpaid position; no school credit. These positions are prevalent in the public sector (e.g., government agencies, public interest organizations). Intern is a term that often changes meaning from undergraduate context. Just ask us if you have any questions about unpaid situations. Please note the Department of Labor’s 6-point test regarding unpaid interns in the private employment, as...

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stated in “Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act” .

- **Plan your 2L curriculum** with your career goals in mind. Ask your professors and the CSO about classes that could be useful for the practice areas of interest to you. *Quick Tip:* Check out from the CSO the ABA’s Official Guide to Legal Specialties.
- **Research study abroad** options. If you want to study abroad, this summer is the better time to do it. The CSO posts study abroad flyers in the student lounge and there are links on The Portal.
- Looking for internships **in the government, public interest, public policy, environmental law, sports law, women’s rights law, etc.?** See the *1L Summer Job Search Basics* handout.

1L SUMMER

- **Get experience beyond the classroom!** Do *something* this summer. Employers want candidates who were not in a vacuum during law school. Build your skills and knowledge through legal and non-legal field opportunities.
- **Check your email once a week this summer!** We send time-sensitive emails during the summer about On-Campus Interviews (OCI), announcements about the OCBA Mentoring Program, etc. If necessary, **forward your Barry email address** to an outside e-mail account.
- **Attend every networking opportunity you have this summer.** Local bar association lunches and bar happy hours, a friend’s BBQ, a golf benefit, a community event, etc. Many local bar associations host receptions designed for summer law clerks (including Orlando in July)—these are opportunities that can develop to job leads. Take them!
- **Set up informational interviews wherever you are this summer.** Aim to conduct one per week (even if it’s your study abroad professor). Use this summer to start planning for your summer employment next year. It is never too soon to begin!
- **Attend** conferences. Take advantage of educational programming and get to know people; they might help you evolve to where you want to be.
- **Update your Symplicity profile and search job postings.** New job postings continue throughout the summer for short-term summer projects as well as for the fall semester, including OCI.
- Catch up on your legal publication reading like **ABA Student Lawyer** and your state’s bar news.
- Purchase, dry clean, and/or tailor your interview attire!

SUMMER INTO 2L FALL SEMESTER

- **Create at least one writing sample**, about 4-8 pages. An excerpt from appellate brief is ok but consider creating a new one. See Career Services’ Writing Sample Handout for more details.
- **Keep your eyes open** for opportunities to get experience on the Trial Team, Moot Court, Law Review or Journals, Teaching Assistant, Research Assistant, Student Skills Fellow, etc.