

FALL INTO SPRING SEMESTER

- **Create at least one writing sample**, about 4-8 pages. An excerpt from appellate brief is ok. See Career Services' Writing Sample Handout for more details. It is highly common for an employer to request one!
- **Research employers for direct applications.** With private law firms, large firms hire Summer Associates in August/September for the following summer. Mid-size firms hire Law Clerks in the early spring. Small firm hiring of Law Clerks or "Interns" is sporadic, but they tend to hire in the spring or early summer. Note that smaller firms are the majority in the market.
- **Internship is a term** that often changes meaning from undergraduate context. Just ask us if you have any questions about unpaid situations.
- **Get experience beyond the classroom!** Gain experience through private practice law firms, public interest/non-profit organizations, federal government agencies, state government agencies, county & city governments, Barry Law clinical programs and externships (public defender, prosecutor, government, judicial), business legal departments, volunteer programs at legal aid and community legal organizations, etc. Moreover, try to get experience from trial team, moot court, law journal, teaching assistant, research assistant, etc.
- **Network! Network! Network!** Participate in the CSO's Lunch Like a Lawyer program. Join a local bar association and add your membership to your resume under a section called "Professional Affiliations." **Attend conferences.** Take advantage of educational programming and you get to know people; they might help you evolve to where you want to be.
- **Talk to your professors** about area(s) of interest as they may have advice and/or contacts, as well provide you with insight from their own experience.
- **Identify your professional references.** These people can be current and past professors, lawyers, supervisors from other professions, professional association leaders, etc. References should be able to attest to your skills and abilities, and should not be personal in nature. Keep them updated on your progress and your goals.
- **Check "Job Postings" in Symplicity** for new listings often.
- **Use Martindale.com** to find firms of interest to you.
- **Check employer specific sites** (county sites for local government, public interest organization sites, and OSCAR for most judicial clerkships), for new job listings, two times per week. Apply as directed.
- Use [The Portal](#) for additional online resources & job listing sites (link is on the CSO page of the school intranet).
- **If your academic performance has been stellar** we suggest you research a judicial clerkship after graduation. Early in the spring semester of your 2L year is the time to start the planning process. Judicial clerkship application deadlines vary and can start

as early as May of your 2L year for an August start after you graduate—yes, a year in advance! Pick up a Judicial Clerkship Guide and **schedule an appointment** with Career Services to get started.

- **Attend events** and set up informational interviews during the holiday breaks in the city where you plan to work after practice.

SPRING SEMESTER

- **Get involved!** If you haven't already done so, join a student organization. Network with your fellow students. Participate in outreach. **Complete your pro bono hours.**
- **Continue to research employers and prepare direct applications** (resume, tailored cover letter, writing sample) in early to mid March. Mail direct applications in late March through early April. Follow up 2-3 weeks later.
- **Follow-up with** employers to whom you have sent direct applications.
- **Continue to identify your references** and update them on your goals and activities.
- **Update your resume** to include your recent activities, honors, competitions, leadership, research certifications, assistantship, job, volunteer work, etc.
- **Polish your writing sample.** Meet with your LRW professor for suggestions on how to improve and/or draft a new sample.
- **Come see us!** Call 321-206-6528 or e-mail lawcso@mail.barry.edu.

SUMMER

- **We send time sensitive emails during the summer** about On-Campus Interviews (OCI), invitations to Inns of Court, announcements about the Mentoring Program, etc.. If necessary, **forward your Barry email address** to an outside e-mail account so that you continue to receive all e-mail correspondence from the CSO.
- **Attend every single networking opportunity you have this summer!** Local bar association lunches, specialty bar happy hours, community picnics, etc.
- **Set up informational interviews in the city where you want to work** after graduation. If you will live there over the summer, aim to do one per week. If you only visit, organize at least three during that time.
- **Check Symplicity for job postings!** They continue to come in over the summer.
- **Applying for a judicial clerkship?** You should be in the final stages of the preparation process.
- **Review your online social presence** – Facebook, etc. – to ensure all postings are “employer appropriate”. Check your outgoing voicemail message to ensure that the message and your tone are professional.
- **Create a savings plan** and start setting aside funds to cover the transition after graduation. You will thank yourself later!
- Career Services is available over the summer, Monday - Friday. | 321-206-6528 or e-mail lawcso@mail.barry.edu.