

# First Year Student Timeline

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As you start your law school career, graduation may seem as though it is in the distant future. However, it is not too soon to start positioning yourself to land that post-graduation job and there are many important deadlines of which you should be aware. This timeline should help you organize your first year at Suffolk.

## THROUGHOUT LAW SCHOOL

You should regularly do the following things throughout your time at law school:

- ✓ **Make an appointment with a Career Counselor.**  
Get your resume and cover letter reviewed, and discuss your career goals and job-search strategies.
- ✓ **Review Job Postings on Symplicity.**  
Check job postings on Symplicity early and often. Deadlines for some summer jobs may be as early as December.
- ✓ **Keep your eye on *Spotlight*, our weekly newsletter.**  
*Spotlight* can be found on our website  
(<http://law.suffolk.edu/offices/career/documents/spotlight.pdf>).
- ✓ **Utilize walk-in hours for resume review and quick questions.**  
Mon: 9:30 – 11:00 & 5:00 – 6:00, Tue: 9:00 – 11:00, Wed: 2:00 – 4:00, Thu: 12:30 – 2:30 & 5:00 – 6:00, throughout the entire school year in the CDO Library, Suite 120.
- ✓ **Sign up for a Mock Interview.**  
This is a great way to practice and make sure you are ready to interview at your best.
- ✓ **Begin creating and continually updating and improving your legal resume.**
- ✓ **Conduct informational interviews with those working in areas in which you are interested.**
- ✓ **Apply for and participate in the Government and Public Interest Recruitment Program.** This event takes place each year in October and January and is open to 1Ls (only the January program), 2Ls and 3Ls. Submit your resume via the Massachusetts Law Consortium's Symplicity website (<https://law-massconsortia-csm.symplicity.com/students>) in December and September.

## FIRST YEAR- FALL

### NOVEMBER

- ✓ **Attend *1L Orientation* (MANDATORY).**
  - To be held during the first week of November. Times and Locations TBD.
- ✓ **Attend *Resumes and Cover Letters 101 for 1Ls*.**  
November 8, 2011, 4:00 p.m. - 5:30 p.m., Main Function Room
- ✓ **Make an appointment with a Career Counselor.**

Get your resume reviewed, and discuss your career goals and job-search strategies.

- ✓ **Attend *How to Make the Most of the Alumni Career Forum*.**
  - **November 14, 2011**, 4:00 p.m. - 5:30 p.m., Room TBD
- ✓ **Attend the *Alumni Career Forum*.**
  - **November 17, 2011**, 4:00- 6:00 p.m. (Main Function Room)
  - Over 40 Suffolk Law School Alumni participate in this networking program. Speak with and learn from attorneys about their career paths and practice areas. This program is a great way to meet the New England legal community.
- ✓ **Attend *1L/2LE Judicial Clerkship Information Session*.**  
**November 15, 2011**, 5:00 p.m. – 6:00 p.m., Room TBD
- ✓ **Learn About Government, Public Interest, and Pro Bono Opportunities.**

Even if you think you want to go into private practice, pro bono work can be a great way to get legal experience. If you're interested in a career in public service, we encourage you to make an appointment with the Rappaport Center for Law and Public Service.
- ✓ **Read about what 2Ls and 3Ls did during the summer of their first year.**

You can log in to Symplicity and read summer surveys so you can more effectively target your 1L summer job search.
- ✓ **Edit your Facebook profile so that it is employer friendly and change your settings to "Private."**

Now is the time to scrutinize who has access to your web pages and think carefully about what you post.
- ✓ **Review your voicemail message to ensure that it sounds professional.**
- ✓ **Become familiar with the admission requirements for the state bar to which you plan to apply.**

Deadlines and requirements vary by state, so educate yourself early. Some states may offer financial incentives for registering early.

## DECEMBER

- ✓ **Focus on your exams!**

Studying and preparing for your exams should be your primary focus in December.
- ✓ **Listen to the podcast on the CDO website entitled *How to Use Your Winter Break*.**

Learn important tips and strategies about ways to get ahead of the game over winter break and give yourself the best chance to land a great summer position.
- ✓ **Be aware that December 1 is the first day NALP-member employers can accept applications.**

If interested in applying to these employers, your resumes and cover letters should be sent out in December or early January.
- ✓ **Finalize your resume and cover letters and upload them to Symplicity.**

Be sure to have someone independently review and proofread your materials.
- ✓ **Begin setting up informational interviews and meetings for the winter break.**

- ✓ **Use your winter break wisely!**  
Use your break to network and conduct informational interviews, read about careers in different areas of law, and select a document to use as a writing sample.

## **FIRST YEAR- SPRING**

### **JANUARY-FEBRUARY**

- ✓ **Begin sending resumes and cover letters to small firms, non-profit organizations, government agencies, etc. in which you are interested. Be sure to first contact the employers to determine the availability of summer opportunities.**  
Don't forget to follow-up!
- ✓ **Contact 2L and 3L students to discuss what they did in their 1L summer.**
- ✓ **Attend programs presented by the CDO and the Rappaport Center.**
- ✓ **Begin creating a legal resume and drafting templates for cover letters if you have not already.**

### **MARCH-APRIL**

- ✓ **Continue to think about your 1L summer, and don't get discouraged.**  
You will want to gain some kind of legal experience during your 1L summer, paid or unpaid. Consider volunteer or part-time work, or approach a professor about potentially working as a research assistant.
- ✓ **Meet with a Career Counselor if you still do not have plans for the summer.**
- ✓ **Attend *Making it Through the Maze: Second Year Job Search Strategies*.**  
Check the CDO website for date and time.
- ✓ **Attend programs presented by the CDO and the Rappaport Center.**

### **MAY**

- ✓ **Focus on your exams!**  
Studying and preparing for your exams should be your primary focus in May.
- ✓ **Update your email in Symplicity so that you can receive emails about fall OCI over the summer. You should use an email you check regularly.**
- ✓ **If you do not yet have a summer job or internship, please continue to look regularly at all positions posted in Symplicity, and be sure to see a career counselor to discuss options and additional search strategies.**
- ✓ **Enjoy the feeling of having completed your first year!**

## **FIRST YEAR- SUMMER**

- ✓ **Get legal experience.**  
Even if you don't have a summer job, you can still gain experience by doing pro bono work over the summer.

- ✓ **Know the fall recruitment (OCI and collection) deadlines.**  
✓ Resume due dates are as early as the beginning of August for fall recruitment programs. Check the CDO website and emails to make sure you know the deadlines.
- ✓ **Learn about Public Interest Fellowships, Federal Government Honors Programs, and positions with district attorney and public defender offices.**  
Many of these applications are due early in the fall. Contact the Rappaport Center for more information.
- ✓ **Begin to think about narrowing your areas of interest (geographically and practice area).**
- ✓ **Update your resume to include 1L activities and your summer experience.**  
Be sure to upload your updated resume onto Symplicity.
- ✓ **Begin establishing references by building relationships with law professors and legal employers.**
- ✓ **Use your summer wisely!**  
Use the summer to network and conduct informational interviews, read about careers in different areas of law, and select a document to use as a writing sample (you may have more to choose from than you did after your first semester).