CAREER SEARCH TIMELINE
2D/3E STUDENTS
Career Development Office, Pacific McGeorge School of Law

FALL SEMESTER:

- Update your McGeorgeCareersOnline (MCO) profile at https://law-pacific-csm.symplicity.com, including your search agents and e-group preferences.
- Complete your summer employment survey on MCO.
- Update your resume and draft a sample cover letter to one employer with whom you would like to apply. Review these with a career advisor. Select and perfect a writing sample and prepare a list of references, if you haven’t done so already.
- Participate in OCI: Review MCO for the most updated list of OCI employers and complete any additional OCI applications.
- Attend Dine with Alumni in November; meet and network with alumni.
- Attend “Your Backstage Pass to Federal Judicial Clerkships” in October to learn about post-graduate federal judicial clerkship opportunities.
- Are you an evening student? Attend the CDO’s Evening Student Workshop in September: Eat pizza while you hear from the CDO and your colleagues about career-planning considerations.
- Go to our Career Development Blog at www.mcgeorgecdo.com. Find upcoming career events and other opportunities like scholarships and conferences.
- Meet with a career advisor for a one-on-one session to review your goals and discuss next steps.
- Network! Set a goal of attending at least three networking opportunities each semester. Join the Sacramento County Bar Association and other professional associations and attend their events.
- Sign up for a mentor on the CDO’s Informal Alumni Mentor Network. (See the CDO for a five-minute orientation session to gain access to this program.)
- Conduct informational interviews with attorneys in the practice areas of interest.
- Attend student-sponsored and CDO-sponsored career and practice area panels to learn more about what you can do with your law degree.
- If you are interested in a specific practice area, consider attending professional conferences and seminars in that area. Apply for travel and registration funding (up to $150) through the CDO.
- If you are interested in spending next summer working in public interest or government and particularly if you are interested in East Coast opportunities, check out the Equal Justice Works’ Public Interest Job Fair, which is held in Washington, D.C. on October 25 and 26, 2013. See www.equaljusticeworks.org.

Jobs, Jobs, Jobs...

- Government Honors and Internship Handbook: Review online at http://www.law.arizona.edu/career/honorshandbook.cfm. The user name is “tim” and the password is “tam” (passwords to CDO resources are also available in the MCO documents library).
- BYU Intercollegiate Job Bank: Log on to https://www.law2.byu.edu/career_services/jobbank/ to find summer opportunities outside of Sacramento. The username is “jobfind” and the password is “EmployUs.”
- Attend federal and state court workshops if you are interested in judicial clerkships.
- PSJD: Log on to http://www.psjd.org to search for summer opportunities.
- Pro Bono Project: Get involved in short-term or long-term legal volunteer projects. See www.lawstudentprobono.org.
- Clinics: Consider participating in one of McGeorge’s legal clinics, where you will work in a faculty-supervised law office setting. Find the list of clinics under “Academic Programs” on the McGeorge website, http://www.mcgeorge.edu/.
- Binders in CDO Office: Use binders to learn about District Attorney positions and judicial clerkships.

What are my networking opportunities?

- Sacramento County Bar Association
- Diné with Alumni
- Informal Alumni Mentor Network
- Informational Interviews

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WINTER BREAK:
- Continue networking. This is a great time for informational interviewing in your targeted geographic and practice areas.
- MCO will continue to have new job announcements over Winter Break, so keep checking!
- Update your resume and references if necessary.
- Participate in Spring OCI. (Spring OCI tends to have a higher percentage of small firms or employers, whereas Fall OCI employers are primarily medium-to-large private law firms and government agencies.)
- If interested and qualified, apply to attend the San Francisco Intellectual Property Law Association’s annual job fair which is held in August. Go to www.sfipla.org for more information.

SPRING SEMESTER:
- Continue planning for your summer job. See the box on the first page of this handout, “Jobs, Jobs, Jobs…” for job-search ideas and resources.
- Attend Pi/PS Day, a job fair in San Francisco on February 1, 2013 for government or nonprofit opportunities.
- Attend Career Night, the CDO’s on-campus job fair in January.
- Sign up for the Alumni/Faculty Mock Interview Program in February.
- Notify the CDO if you have accepted a summer position.
- Continue monitoring the CDO blog at www.mcgeorgecdolab.com for upcoming events and deadlines.
- Meet with a career advisor for interview preparation, resume and cover letter review, networking advice and other career counseling.
- Attend student-sponsored and CDO-sponsored career and practice area panels to learn more about what you can do with your law degree.
- If you are an eligible member of PLSS and have a volunteer summer opportunity, apply for a PLSS summer grant.

SUMMER BREAK:
- Obtain and perfect a writing sample. Make sure to get permission from your employer and redact identifying information if your writing sample was work product from your summer position. Upload your writing sample onto MCO.
- Ask current or former employers to serve as your references. Provide them with resumes.
- Plan for the fall. Review field placement opportunities at http://www.mcgeorge.edu/x1915.xml. For prosecution-related placements, contact the Field Placement Office at least 12 weeks in advance of the semester in which you would like to participate.
- Plan for your post-graduate job. Yes, already! You need to start planning for next year now! At a minimum, select your first- and second-choice employer type (small firms, government, nonprofit, business, academic, etc.) and learn their hiring time-frames.
- The fall On-Campus Interview (OCI) list will become available in mid-summer. Select firms and prepare your OCI application materials now.
- Send direct applications to those large law firms that are not participating in the McGeorge OCI process, unless otherwise indicated by the firm. Go to http://www.nalpdirectory.com/ for more information.
- If you are interested in working for the Department of Justice next summer, go to http://www.justice.gov/careers/legal/summer-intern.html for detailed information about the prestigious Summer Law Intern Program (SLIP). Note that for Summer 2014, the application window is between July 31, 2013 and September 3, 2013 (midnight, Eastern Time).
- For post-graduate government jobs, go to http://www.law.arizona.edu/career/honorshandbook.cfm. The user name is “tim” and the password is “tam.”
- Applications for federal post-graduate judicial clerkships are due in September, but the application process is time-intensive, and the CDO has internal deadlines during the summer.
- If you are interested in a career in intellectual property law, attend the Intellectual Property Job Fair. The application deadline varies from year to year from late spring to early summer. Go to www.sfipla.org.

**Summer goals for the 2L:**
- Obtain substantive legal experience.
- Learn how to work with clients.
- Produce a non-academic writing sample.
- Increase network of professional contacts.
- Obtain professional references.
- Understand ethical and professional expectations.

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What if I’m an evening student?
The timeline for evening students can vary substantially. Following this timeline can be more challenging for evening students, particularly those with full-time obligations (job, childcare, etc.). We strongly encourage evening students to meet with a career advisor for assistance in creating a personalized career timeline. Also, attend our Evening Student Workshop in September: eat pizza and learn about career-planning considerations from your colleagues and the CDO.