



Boston College Law School

Office of Career Services

Suggested Job Search Timetable for First Year Students

August – End of October

- Focus on classes and getting used to Law School.
- Get to know your fellow students and faculty members and join student groups that are related to your career interests.

November

- Attend Career Services Office (CSO) Orientation Program in early November.
- Review the Job Search Handbook and the CSO website <http://www.bc.edu/schools/law/services/career.html>.
- Prepare your resume and a template cover letter and bring your resume to one of our three Resume Clinics for critique.
- Order official copy of undergraduate transcript.
- Begin reviewing job listings on Symplicity, PSLawNet and other sources.
- Watch for Bar application deadlines and register with state Bars if you are required to do so. (Several states require early registration.) Check the Bar Admission page on the CSO website for more information.
- Schedule an appointment with your Career Services Advisor for your mandatory 30-minute appointment.
- Attend the following Career Services Programs:
 - Resume Workshop
 - How to Write a Cover Letter
 - Searching for Jobs on PSLawNet
 - How to Find a 1L Job Series: (Judge; Large Firm; Small Firm)
 - Summer Sampler: How to Find a Job in the Public Sector
- For those international students, make an appointment to meet with the Office of International Students and Scholars on Main Campus to understand your work permit requirements.

December

- Under ABA and NALP Rules, you may begin applying for summer positions.
- If you want to work as a judicial intern for a *federal* judge or as a summer associate in a large law firm, apply between December 1st and mid-January.
- Upload resume and other necessary documents on Symplicity and submit your resume to employers who will participate in the January Massachusetts Law School Consortium's Government/Public Interest Recruitment Program. Be aware of the deadlines.
- Study for Finals!

Winter Break

- Contact people in your network, including relatives, former employers, family friends, undergraduate connections, and friends' parents, and develop new contacts to discuss summer and future career opportunities.
- Begin thinking about who you will ask to serve as your references for your summer job search and stay in touch with them.
- Consider "shadowing" an attorney during winter break.
- Continue looking at job postings on Symplicity, PSLawNet and other sources.

January and February

- Revise and edit your writing sample with advice from your legal writing instructor.
- Schedule your mandatory meeting with your Career Services Advisor, if you have not already done so.
- Attend CSO session on How to Get Paid for Your Summer Job and be aware of deadlines.
- Attend CSO workshop on How to Interview.
- Check Symplicity to see if you have been selected for an interview at the Government/Public Interest Recruitment Program at Suffolk University.
- If you have any concerns about interviewing – or if you just want to practice your interviewing skills – schedule an appointment for a mock interview with a Career Services Counselor.
- Obtain a copy of your law school transcript.
- Begin applying directly to employers.
- Attend CSO session How to Get a Job at a Small Firm.

Spring

- Be aware of deadlines for summer funding, including PILF, fellowships and grants. Submit your PILF application.
- Follow-up after two weeks with employers to whom you have applied directly or with whom you have interviewed and have not heard back from.
- Look for postings in *The Counselor* for Research Assistant positions with Faculty.
- To prepare for next fall, attend Career Services Programs on Fall On-Campus Interviewing and Off-Campus Programs.
- Sign up for summer and fall job fairs of interest. Many job fairs have early spring deadlines even though they are for next year's job search.
- Make sure you have completed your mandatory meeting with your Career Services Counselor, if you have not already done so.
- Notify the Career Services Office once you have accepted summer employment.