



Boston College Law School

Office of Career Services

Suggested Job Search Timetable for Second and Third Year Students

Throughout the Year

- Meet regularly with a Career Services Advisor.
- Attend Career Services Office (CSO) programs that interest you.
- Review the CSO website <http://www.bc.edu/schools/law/services/career.html>.

Summer Break

- Read e-mails from the Recruitment Programming Manager, Leslie LeBlanc, (leblanf@bc.edu) for information about the Fall On-Campus Interviewing Program (OCI).
- Prepare for your job search by:
 1. Updating your resume
 2. Drafting a template for a cover letter;
 3. Selecting (and revising or redacting) one or more writing samples;
 4. Creating or updating a list of references;
 5. Obtaining a current transcript from the law school; and
 6. Obtaining a copy of your undergraduate or graduate school transcript.
- If not participating in OCI, or if supplementing OCI, draft and send cover letters and resumes to targeted employers in mid to late August.
- Network – plan a lunch, coffee, or breakfast meeting once each week, and attend bar association (e.g., Women’s Bar Association, Boston Bar Association, or Mass Bar Association) programs that interest you.
- Build a job portfolio to keep track of your work experience by creating a file that includes copies of:
 1. Brief descriptions of your assignments;
 2. Your written work product; and
 3. List of attorneys with whom you worked.
- “Bidding” begins in early July for On and Off-Campus Recruitment Programs. Deadlines are in late July. *Do not miss the deadlines!*
- Sign up for and participate in one of our two Mock Interview Programs with BC Law Alumni.

Fall

- Complete the Student Summer Employment Questionnaire.
- 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 Advisor.
- Participate in the OCI program.
- Watch for the Department of Justice Summer Law Intern Program Deadline and other government Honors Program deadlines.

- Follow-up after two weeks with employers to whom you have applied directly or with whom you have interviewed.
- If interested in working in the public sector, attend the Massachusetts Law School Consortium's Government and Public Interest Recruitment Program at BC and the Equal Justice Works Career Fair and Conference in Washington, DC, both in October.
- If considering a post-graduate fellowship, schedule an appointment with the Associate Director for Public Interest Programs, Freda Fishman.
- Watch for bar application deadlines and register with your state bar (even as a 2L) if you are required to do so. See CSO website for more information on Bar Admission.

Winter

- If interested in working in the public sector, attend the Massachusetts Law School Consortium's Government and Public Interest Recruitment Program at Suffolk University in January. The bidding deadline for the Program is early December.
- If your career goals have changed or you are still seeking employment, make an appointment with a Career Services Advisor.
- For 3Ls interested in working at a small firm upon graduation, begin sending out applications in late winter/early spring and schedule an appointment with a Career Services Advisor to discuss your job search.

Winter Break

- Network – meet with people in your network to discuss job opportunities and learn about new practice areas that may interest you. Expand your network by reaching out to people in the BC Alumni Career Network and others.

Spring

- For 2Ls considering a post-graduate judicial clerkship, attend the Judicial Clerkship Orientation Session, schedule a meeting with the Director of Career Services, Maris Abbene, sign up for the judicial clerkship listserv, research judges, request recommendations, and review the clerkship materials in the CSO resource library.
- 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.
- If you are still seeking employment, make an appointment with a Career Services Advisor.
- Seek advice from professors about opportunities in your field of interest.

Summer Break (for rising 3Ls)

- If applying for judicial clerkships, prepare all application materials and submit lists of judges and faculty recommenders to the Faculty Support Department as directed (federal materials are usually due by mid-August). Applications for federal clerkships are due in early September. State deadlines will vary.
- Prepare for another Fall OCI recruitment season, if interested. Be sure to update your resume.
- If applicable, work on post-graduate fellowship applications.
- Notify CSO of any changes in your contact information.

Once You Find a Position

- Once you have accepted summer or post-graduate employment, share the good news with the Career Services Office.