



Boston College Law School

Office of Career Services

Suggested Job Search Timetable for 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 (Rising 3Ls)

- Keep in touch with a Career Services Counselor throughout the summer to discuss any concerns with your summer job and to strategize for the Fall.
- 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 usually due in early September, State deadlines will vary.
- Prepare for another Fall OCI recruitment season if interested. “Bidding” begins in early July for On and Off-Campus Recruitment Programs. Deadlines are in late July. *Do not miss the deadlines!*
- Prepare for your job search by:
 1. Updating your resume and getting a career counselor to review it
 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.
- Maintain your job portfolio to keep track of your work experience.
- 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.
- If not participating in OCI, or if supplementing OCI, draft and send cover letters and resumes to targeted employers in mid to late August.
- Sign up for and participate in one of our two Mock Interview Programs with BC Law Alumni.
- Sign up for job fairs of interest (many have early deadlines).
- Watch for the Department of Justice Summer Law Intern Program Deadline and other government Honors Program deadlines.

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 Counselor.

- If applying for a clerkship, participate in the Clerkship Mock Interview Program.
- Participate in the OCI program if you have not already accepted an offer of employment.
- 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.
- Maintain a calendar highlighting the offer deadlines to ensure you respond to offers within the 45 day deadline (further information can be found at www.nalp.org).
- 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.
- Watch for bar application deadlines and register with your state bar if you are required to do so. See CSO website for more information on Bar Admission.
- If considering a post-graduate fellowship, schedule an appointment with the Associate Director for Public Interest Programs, Freda Fishman.
- If you have accepted a judicial clerkship, notify OCS. If you are continue to search for a clerkship, monitor the judicial clerkship listserv for updates and announcements regarding additional openings.

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 Counselor.
- If you have accepted summer employment, please notify the OCS.
- If you are considering working in a small firm upon graduation, schedule an appointment with a Career Services Counselor 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

- If you are still seeking employment, make an appointment with a Career Services Counselor.
- Seek advice from professors about opportunities in your field of interest.
- Notify the OCS of your contact details for when you leave Law School.

After Graduation

- Study for the Bar Exam!
- Once you have taken the bar exam, if you are still searching for employment, reconnect with the OCS for job search advice.