



Boston College Law School

Office of Career Services

How to Find a Summer Job at a Large Law Firm

Class of 2010 Statistics

- 17% of 1Ls (47 students) worked at law firms for their 1L summer.
- Of these 47 students, 19 worked at large firms (firms with more than 100 attorneys).
- Students who are hired by large firms: (1) tend to have geographic ties to the area; (2) will be a potential “ambassador” for the firm; (3) have prior work experience; (4) have a personal connection to the firm; (5) have been recruited as part of firm’s diversity outreach; or (6) have IP/technical/advanced degree background.

Where to Begin?

- Nalpdirectory.com
- Martindale.com
- 1L Job Search Handbook (Recent Employers Section)
- Career Services Resource Room (employer materials)
- Student Summer Questionnaires (black binders in Resource Room)
- Symplicity (postings)
- Law Firm Websites
- Lexis-Nexis
- Westlaw

When to Apply?

- You may begin submitting your resume to employers on December 1.
- Large firms aim to finalize their summer associate class by the end of January.

Where to Apply?

- Cast a wide net but not too wide. Try to focus on no more than three cities for your 1L summer; have geographic ties.
- There’s no magic number on how many firms you should apply to. Some students apply to 10 firms while others apply to 30 or 40 firms.

Network

- Create a Contact List
- Reach Out To People On Your Contact List
- Alumni Career Network (user ID: bclsalum; password: ewing)

How to Apply?

- Create an Employer List
- Cover Letter

- Resume
- Send cover letter and resume to firm's recruiting contact by U.S. mail, unless specifically directed to send by email.
- Writing Sample
- Transcript
- References
- We do not encourage mass mailings.
- Interview

I've Submitted My Application, Now What?

- If you submitted your application and don't hear back from the firm, follow up. Wait two to three weeks before following up. We suggest following up by email with the firm recruiter.
- If you've applied to firms in your home state and you are going to be home for Winter Break, let the firm know of your plans in your cover letter. You may also follow up with a phone call to let them know you will be in town between certain dates and available for an interview.
- If you're concerned about interviewing, schedule a mock interview with one of the counselors in the Career Services Office. We're happy to work with you on your interviewing skills.
- Stay organized. Keep track of who you've heard from and who you need to follow up with.

What if I'm Interested in Working at an International Law Firm Outside the U.S.?

- Working at a law firm in another country can be risky. Make sure that your expectations and the firm's expectations are aligned.
- Working at a large law firm in another country is a realistic option only if you speak the language and have connections.
- Know your country. If you are not fluent in the language of the country where you hope to work or if you have never lived in another country, think twice about working at a law firm abroad.
- You shouldn't expect to get paid, although you may get reimbursed for travel expenses.
- Use your imagination. Be creative. Be flexible.

Consider Other Types of Summer Internships

- Consider doing an internship with a public interest organization, government agency, judge, or corporation. Being a research assistant for a professor is also a good option for your 1L summer.
- You do *not* have to work at a law firm for your 1L summer in order to get a job at a large firm for your 2L summer.
- Whatever you do during your 1L summer, make sure you get substantive legal experience, including research and writing.
- If you really want to be at a large firm, go for it, but have a Plan