



Boston College Law School

Office of Career Services

How to Find a Summer Job at a Small Law Firm

Class of 2010 Statistics

- 17% of 1Ls (47 students) worked at law firms for their 1L summer.
- Of these 47 students, 28 worked at small firms (firms with fewer than 50 attorneys).

What are the Benefits of Working at a Small Firm?

- Immediate responsibility.
- Opportunities for substantive experience.
- If boutique firm, opportunity for immersion in one area of the law.
- Intimate work environment fosters strong mentoring relationship.

Where to Begin?

- Choosing Small, Choosing Smart by Donna Gerson, Esq.
- Bar Associations, Small Firm Section
- 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?

- Small firms generally do not begin considering applications before late February and some will wait until April or May to begin the interview process.

Where to Apply?

- Cast a wide net but not too wide. Try to focus on one or two cities for your 1L summer; demonstrate 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
- BC LawNet
- Undergraduate Alums
- Bar Associations, Small Firm Section

How to Apply?

- Create an Employer List
- Cover Letter
- Resume
- Send cover letter and resume 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.
- If you've applied to firms in your home state and you are going to be traveling home at some point, 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.

Will I Get Paid?

- Most small firms in urban areas will pay anywhere from \$12 to \$25 an hour, with the average being \$15 to \$20 an hour.