3L Job Search Checklist – Summer 2010

If you anticipate conducting a 3L job search, below is a checklist of items on which we suggest you focus during the summer months.

Throughout the Summer
- Check email and Summer Toolkit for Career Center updates at least weekly.
- Review Symplicity for resume collect opportunities.
- Review The Public Policy Handbook for opportunities within organizations focused on public policy issues.
- Apply for clerkships and review the Non-Article III Clerkship Manual.
- Explore fellowships of interest, noting application deadlines, and begin preparing materials.
- Review legal & business media sources, including market-specific publications, both for subject matter content and possible points of connection.
- Review & regularly re-assess your personal professional network.
- Prepare your professional wardrobe for the upcoming interview season.

May – Self Assess & Excel
- Receive & review 3L summer search materials from Career Center.
  - Review “Class of 2011 Career Manual,” “OCI Addendum” and “Summer Toolkit” resources.
- Conduct self assessment of personal interests & professional goals.
  - Complete personal marketing plan.
- Determine markets in which you will focus, including those where you have personal ties.
- Ensure personal professionalism.
  - Submit updated photo for Student Directory to be sent to employers.
  - Delete personal email footers.
  - Check voicemail greeting.
  - Clean up online footprint.
- Excel at 2L summer job.

June – Research & Connect With Network
- Excel at 2L summer job.
- Identify types of employers and markets of interest.
- Update resume with grades, accomplishments, and skills acquired.
- Draft "baseline" cover letter, to be personalized for each employer/opportunity.
- Identify & revise your intended writing sample.
  - Attempt to secure a writing sample from your 2L employer.
Ask your summer supervisor or other targeted individuals to serve as professional references throughout your 3L search.
- Create opportunities to build those personal relationships on the job.
- Prepare your personal “elevator pitch” and practice its delivery.
- Identify networking & mentoring contacts.
- Research prospective employers.
- Initiate contact.
  - Make initial contact with individuals at employers of interest (via phone or email) to request meetings, informational interviews.
  - Arrange & conduct informational interviews.
  - Arrange to be in your markets of interest during the summer and notify employers of your upcoming trip.
- Create & maintain spreadsheet of all contacts made and track your follow-up (ongoing).

**July – Apply & Follow Up**
- Submit resume and cover letter for review to Career Center (Due July 19, 2010).
- If bidding on OCI employers:
  - Upload updated resume to Symplicity.
  - Bid on Segment I employers (July 26-August 2, 2010).
- Prepare and send out first wave of applications, each with targeted, personal cover letters.
  - Call contact persons at employers to confirm receipt of materials & express continued enthusiasm.
  - Prepare (and regularly update) Excel Spreadsheet of applications submitted, principal contact, date and substance of last substantial contact, referrals made to others, etc.
- Conduct mock interviews with Duke Law alumni in your region.
- Follow-up with employers (ongoing).
  - Send thank you notes & regular updates to all those with whom you have spoken to keep the connections alive.
- Maintain spreadsheet of all contacts made and track your follow-up (ongoing).

**August – Apply Some More & Remain Proactive**
- If bidding on OCI employers:
  - Bid on Segment II Employers (August 10 – August 12).
  - Send emails to recruiting coordinators of OCI employers with which you did not receive interviews via the lottery - they may add you to their schedules, or make other interview arrangements.
- Send subsequent waves of application materials (noting September deadlines for many government/PI opportunities).
- Follow-up with employers.
  - Send thank you notes & regular updates to all those with whom you have spoken to keep the connections alive.
- Return to campus by August 16.
- Mock Interviews in the Career Center (August 17).
- OCI Segment I (August 18-20).
- Classes Begin (August 23).