2L Job Search Summer Checklist

Throughout the Summer
☐ Check email and Summer Toolkit for Career Center updates at least weekly.
☐ Review Symplicity for resume collect opportunities.
☐ 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
☐ Attend “Nuts & Bolts of OCI Bidding and Writing Letters.”
☐ Receive & review 2L summer search materials from Career Center.
  ☐ Review “Class of 2010 Career Manual” and “OCI Addendum.”
☐ 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 1L summer job.

June - Research, Create & Connect With Network
☐ Excel at 1L 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.
  ☐ Seek the permission of your 1L employer, if necessary.
☐ Prepare your personal “elevator pitch” and practice its delivery.
☐ Identify networking & mentoring contacts.
☐ Research prospective employers.
☐ Initiate contact.
  ☐ Make initial contact with identified individuals at both OCI and non-OCI employers (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).
☐ Submit resume and cover letter for review to Career Center (Due June 30, 2010).

**July - Apply & Follow Up**

☐ Upload updated resume to Symplicity.
☐ 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.
☐ Bid on Segment I employers (July 26-August 2, 2010).
☐ 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 - Interview & Apply Some More**

☐ Bid on Segment II Employers (August 10 - August 12).
☐ Send second wave 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.
☐ 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.
☐ Return to campus by August 15.
☐ “Communicating to the Point” Workshop (August 16).
☐ Mock Interviews in the Career Center (August 17).
☐ OCI Segment I (August 18-20).
☐ Classes Begin (August 23).