

3L CHECKLIST

August

- Update your writing sample.
- Identify one past supervisor who could be a reference.
- Review your ILC for fall experience opportunities.

September

- Schedule a meeting with a CDO professional to talk about your post-graduation plans.
- Revamp your resume and have someone at CDO look it over.
- Make a list of attorneys to contact for networking purposes.
- Apply for Spring Semester in Practice positions, if interested.

October

- Draft cover letters and have reviewed by CDO.
- If you have not done so, consider joining a bar section.
- Continue to participate in CDO programming/networking.

October-November

- Send letters to smaller law firms and attorney contacts to inquire about employment opportunities.
- Set up coffee dates/informational interviews with attorneys.

November

- Look at ISB and ILC listings to see what postgraduate jobs look interesting.

December

- Schedule informational interviews with attorneys.

January

- Keep looking at ISB and ILC jobs. Consider applying.
- Write thank you notes to attorneys you met over the break.

February

- Start answering job postings directly.
- Make sure your materials are solid.

February/March

- Attend the CDO Career Fairs.

March

- Apply in earnest. Do a final check of your materials and make sure they are in perfect shape.
- Apply for the bar examination.
- Continue to look at ILC and online resources for post-graduation job postings, including smaller law firms and attorney contacts.
- Apply for post-graduation jobs that interest you.

April

- Participate in Spring OCI.
- Consider if you want to pursue trial court judicial clerkships. Trial court judges often begin accepting applications for postgraduate clerkships during the fall of the 3L year.

May

- Before going full into bar study, make sure all your materials are ready to go. That way, if an opportunity comes up you will not need to interrupt bar study to apply.
- After you graduate, remain in touch with a CDO professional about your post-graduation job search needs. Remember that professional development is an ongoing project that will continue after you have finished law school.
- Fill out the Graduate Employment Survey as soon as you have secured a postgraduate position.