

# 2L CHECKLIST

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## **August**

- Revamp your resume and cover letter; have reviewed by CDO.
- Conduct research on OCI firms and be prepared to answer and ask questions based on your research.
- Create a list of the main points for a 20-minute screening interview, and how you will make them, showcasing your value and experience.
- Attend OCIs and do interviews.

## **September**

- Schedule a meeting with a CDO professional.
- Participate in fall programming.
- Submit your updated resume to CDO for review.
- Consider reaching out to attorneys for informational interviews, and schedule interviews.

## **October**

- Attend CDO networking events.
- Send follow up emails to good contacts you have made.
- Sign up for the 2L mentoring program.

## **November**

- Make a list of firms and other summer opportunities to target.
- Meet with CDO to discuss internship search strategies.
- Send thank you notes to anyone with whom you have had an informational interview.

## **December**

- Do informational interviews/reach out to additional contacts.
- Consider summer externships/other summer opportunities.

## **January**

- Update your resume.
- Check in with your CDO professional.
- Check for application due dates on potential clerkships.
- Apply for summer externships.

## **February**

- Attend the Career Fairs.
- Begin enhancing your practical skills in your area of interest.
- Continue applying for summer positions; check Idaho Law Careers and other job search engines.

## **March**

- Continue to attend CDO panels and networking programs.
- Meet with CDO to strategize summer plans.
- Complete the limited license application (if applicable).
- Apply for Fall and/or Spring Semester in Practice positions.

## **April-May**

- Check the deadlines for state appellate clerkship applications and complete the applications.
- Write thank you notes to anyone you spent time with in informational interviews or mentoring activities.

## **June-July**

- Update your resume, including experiences in the competencies you are trying to emphasize summer work.
- Seek out volunteer, networking, and research opportunities for the summer that will help you both explore your most promising employment options and develop the competencies that you want to focus on.
- Reach out to attorneys in areas of law that interest you to schedule informational interviews. Find more attorneys in your preferred region and field, such as alumni from your undergraduate institution and the College of Law, using Martindale-Hubbell and other resources.