# 1L Fall Careers Timeline

## OCTOBER
- Review resume writing guidelines and review sample resumes. Attend speed resume review **October 18, 19, 20.**
- Attend the **Summer Experience Fair on October 16 at noon in the Goat.** Speak with 2Ls about their summer job experiences and how that experience has shaped their career decisions.
- Schedule an appointment with a CP&P counselor in Symplicity during the 1L Counseling Block October 16-20.
- Review the weekly CP&P **Newsletter.**

## NOVEMBER
- **Become familiar** with CP&P resources:
  - Symplicity: find job postings, make appointments with CP&P Counselors, and review Judicial Clerkship Database.
  - CP&P website: sample application materials, information about networking and interviewing, resources on different career sectors and ways to research employers.
  - The Penn Law Alumni Directory.
- Drop by CP&P Walk-In hours to ask counselors quick questions.
- **Study for Exams!!**

## DECEMBER
- ***December 1. Students may BEGIN to contact employers.***
- Do not stress about December 1st; this is just the beginning of the 1L summer job application process. Waiting until after exams to apply for a position will not make or break your job search.
- For an effective job search create a **plan** based on one or more of the following (1) location (2) type of job (3) compensation. Think broadly about the possibilities and consider a wide range of opportunities.
- **Study for Exams!!**

## POST FINALS
- Revise and edit your resume and cover letters. Submit your application materials to CP&P for review. Submit applications to opportunities that interest you.
- Begin networking with your contacts and Penn Law alumni.
- Attend “Home for the Holidays” networking receptions.
1L Job Search Checklist

☐ Sign up for an individual counseling appointment to discuss job search strategies.

☐ Have your resume and cover letter reviewed by CP&P.

☐ Learn to use mail merge if you are applying for a judicial internship.

☐ Edit and fine tune your writing sample for potential employers.

☐ Prepare a reference list for potential employers.

☐ Research and target employers using:

• University of Arizona Government Honors & Internship Handbook (password: tame)
• www.nalpdirectory.com (large law firms)
• Symplicity’s Judicial Clerkship Database
• If you are interested in an in-house position, look at some of the information on our webpage about an in-house job search
• Data on where 1Ls have worked in past years
• www.psjd.com (public interest employers and resources)
• For international opportunities, check out ISHRF and PLIIP and review international career information on the website
• Be sure to check the jobs tab in Symplicity for 1L opportunities

☐ Submit your resume and cover letters to:

• law firms
• judges
• public interest employers
• government employers
• international employers
• other employers of your choice

Contact Us

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Office Hours: M – F, 9:00 a.m. – 5:00 p.m. | Walk-in Hours: 12:00 – 1:30 p.m. & 4:30 – 5:00 p.m.