Career Planning & Professionalism

1L Summer Job Search: Checklist and Suggested Timeline

- Research job opportunities through online resources such as PSJD.org, Symplicity, and the Arizona Guide for Government Internships, and review the spreadsheet on our website of past 1L summer placements (November - December)

- Attend Professionalism Cohort Meeting # 2 – “Making Your Pitch as a Professional” (November 6, 2017, 12 pm)

- Attend the Practice Area Fair to speak with public sector employers (November 13, 2017, 4:30 – 6:30 pm)

- Attend the Law Student Open House hosted by Community Legal Services to learn about direct legal services opportunities in Philadelphia (November 14, 2017, 4 – 6 pm)

- Meet with CP&P, professors, and 2Ls/3Ls who worked at the orgs that interest you (November - December)

- Create a spreadsheet of organizations that interest you, with application deadlines (November - December)

- Prioritize organizations that interest you most after conversations with CP&P, professors, 2Ls and 3Ls, and practitioners in the field (December - early January)

- Draft cover letters and submit applications (Dec. 1st – Jan. 15th); note: you do not need to send out applications until after exams

- Submit resumes and cover letters to the Public Interest Public Service (PIPS) Job Fair in Philadelphia if participating (Dec. 4th – Jan. 2nd); note: there is no advantage to bidding early

- Continue applying to additional organizations and follow up on previously submitted applications (January -February)

- Prepare for upcoming interviews by reviewing CP&P online materials, continuing to research the organizations, networking and conducting an online mock interview through InterviewStream (CP&P’s online mock interview software) or in-person mock interview with CP&P (January - February)

- Participate in the PIPS Job Fair (Optional) (January 26, 2017)

- Submit the Summer Funding Registration Form and apply to various funding sources (details to be announced in early January; deadline to apply is March 2, 2018)