# 1L Fall Careers Timeline

## OCTOBER
- Complete the 1L CP&P Careers Interest Survey.
- Review resume writing guidelines and sample resumes. Prepare a new resume and attend speed resume review October 15, 16, 17.
- Watch videos of 2Ls talking about their summer job experience and how that experience shaped their career decisions.
- Schedule an appointment with a CP&P counselor in Symplicity.
- Review the weekly CP&P Newsletters.

## NOVEMBER
- Familiarize yourself with CP&P resources:
  - Symplicity: find job postings, make appointments with CP&P counselors, and review the Judicial Clerkship database.
  - CP&P website: 1L Careers Portal, sample application materials, information about networking and interviewing, resources on different career sectors and ways to research employers.
  - The Penn Law Alumni Directory.
- Attend Make the Most of the Practice Area Fair on November 18 and the Practice Area Fair on November 19.
- Drop by CP&P Walk-In hours (M-F, 12:00-1:30 p.m.) to ask counselors quick questions.
- Research employers through Legal Compass, the NALP directory, and other resources.

## DECEMBER
- 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!!

## AFTER 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.

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Contact Us

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

☐ Attend Demystifying Networking - A Networking Workshop for 1Ls on January 15.

☐ Attend 1L Employer Receptions hosted throughout the spring semester in preparation for 2L recruiting. Take advantage of this great opportunity to network and learn more about specific employers.

☐ Schedule an appointment with a CP&P counselor to discuss your summer job search strategy.

☐ Sign up for Spring on-campus interviewing.

☐ Review the weekly CP&P Newsletters for highlighted opportunities and upcoming events.

FEBRUARY

☐ Continue to attend 1L Employers Receptions.

☐ Monitor job postings in Symplicity and send out applications to employers that interest you.

☐ Apply for Summer Funding (Deadline: March 6, 2020).

☐ Review the weekly CP&P Newsletters for highlighted opportunities and upcoming events.

☐ Practice your interview skills with the online program Interview Stream.

MARCH

☐ Attend the Cracking the Market series for those geographic locations that most interest you for your 2L job search and post-graduate career.

☐ Continue to attend 1L Employers Receptions.

☐ Attend the 2L Job Search meeting, which provides programming and extensive information related to your 2L job search.

☐ Attend the Mock Interview Program, which pairs you with alumni and other attorneys from various career sectors and geographic locations for mock interviews and feedback.

APRIL

☐ Attend the 2L Recruiting Open House.

☐ Attend Make the Most of the 1L Public Sector Summer.

☐ Prepare for Final Exams!!