Meet with counselors, administrators, professors, peers and upper class students to discuss plans before leaving for the summer.
Update your resume to reflect your summer position(s) and new internships, clinics, and leadership positions.

- Create a master resume with all of your past activities, awards, etc. Use this to craft resumes specific to each type of job / job you apply for.
- Note: different jobs require different resumes. Generally, resumes for federal positions (clerkships, DOJ, DOL, etc.) should be one page. Resumes for direct service organizations, prosecution/defense and non-profits can be longer to reflect all your work with your target populations and in your target substantive area.
Start creating your target list of job applications with their due dates.

- Use the sample spreadsheet as a guide for the information you will track. Consider including columns for job/fellowship, description, application due date, application materials (resumes, cover letters, essays, letters of recommendation, additional materials).

- When you start to have a sense of letters needed from your recommenders, talk to them. Let them know where you are planning to apply in an organized fashion and with plenty of advance notice. In an ideal situation, recommenders are also part of your long-term planning team.

- Edit! Edit! Have others review and provide feedback. Edit!
THOUGHTS ON CREATING YOUR TARGET LIST

Build your planning team.

• Most of you have already done this – even if you haven’t been strategizing consciously, you have connected with employers, supervisors, mentors, colleagues, classmates, professors, administrators, friends, and family.
THOUGHTS ON CREATING YOUR TARGET LIST

Know your networks. Sometimes it’s more about who you talk to than where you look.

• Reconnect to contacts at target organizations, organizations in your field, and those in related fields. Plan to reach out over the summer to let them know where you are in your life/career and seek advice.

• Connect to new contacts at target organizations, organizations in your field, and those in related fields. Plan to reach out over the summer for informational interviews.

• Find out which 1Ls, 2Ls and 3Ls have worked at those organizations and reach out before graduation (and people disappear) to find out more. Ask CP&P if there are students and Penn alums who might be good contacts.

• Meet with Penn alumni and other lawyers working in the organizations or subject areas of interest to you.
THOUGHTS ON CREATING YOUR TARGET LIST

Meet with CP&P for assistance, names, review of application materials, brainstorming, and any other services you may need.

• Have your resume and cover letter reviewed by CP&P.
• Be sure to ask CP&P if the due date for an application listed actually reflects when an application should be submitted – for example, a posting may list applications as being due by November 15, but they may in fact prioritize applications received in August.
THOUGHTS ON CREATING YOUR TARGET LIST

Internet research strategies:

- Government: Start with the Arizona Guide, but also check on Symplicity and PSLawNet.org. Learn to use USAJobs.com. Check in with target organizations via their websites and where possible call to confirm. Check CP&P’s website (it links to the Arizona Guide and alumni lists) and check with counselors for more resources.

- Public Interest: Start with PSLawNet.org and Symplicity. Check CP&P’s website and check with counselors for more resources.

- Public Defenders/Prosecutors: Check resources on PSLawNet.org, in CP&P and on CP&P’s website. Contact CP&P to find out more about specific offices and timelines for hiring of different offices.
SUGGESTED TIMELINE

Please keep in mind that each individual will have a different timeline based on their interests and specific job applications. However, it is best to begin early so that you don’t miss a deadline for an organization that you are interested in.
SUGGESTED TIMELINE: MAY/JUNE

Review who will attend Penn Law Fall OCI.

- Direct Service/PD: If you are interested in Legal Aid Society NYC, you should **must** plan to meet with them during Fall OCI.

Review who will attend GPALS DC and Philadelphia.

- Government: A number of federal agencies attend both DC and Philadelphia.

Review who attended last year’s Equal Justice Works Career Fair.
SUGGESTED TIMELINE:
MAY/JUNE

Prepare all early applications, including any project-based fellowship partner organization applications.

Get to know the attorneys at your summer organization and ask them how they started doing the work that they do. Take them to coffee/lunch. Listen carefully. Share your passions.
Register for Equal Justice Works, and GPALS DC and Philadelphia.

Submit your bids for OCI.
Select your courses.

• Select courses that will heighten your public interest profile and help you learn skills and law for the future. Register for clinics and courses that cover both practice and theory and that connect you with relevant professors and essential sources of law for practice. Consider externships and internships with partner organizations.

Enjoy your summer job.

• Complete tasks thoroughly and in a timely fashion, take on work that allows you to learn and grow, share your enthusiasm with your colleagues and attorneys. Get involved and find what makes you excited about the work. Seek expertise, experience and mentoring. Continue to get to know your attorneys and colleagues!
Arrange for interviews in your current city if that is where you want to work. If possible, do so before you return to school.

Apply for opportunities for project-based fellowship partnerships with legal services organizations. Be aware of early organization-based fellowship deadlines.
Apply for jobs.

- Submit applications for jobs with early deadlines.
- Submit applications for your first choice job if it accepts applications at this time.
- Prepare for any interviews by requesting a mock interview from CP&P.
When you return to campus, schedule a meeting with a counselor and other administrators, professors and resources who you find helpful.

Attend OCI interviews.
SUGGESTED TIMELINE: AUGUST

Attend Fellowship Boot Camp – for project-based and organization-based fellowships.

Attend Public Sector Jobs Application parties with CP&P and TPIC student advisory board.

Take a deep breath and remember that you are not the only one in this process! Remember that it is a process!
SUGGESTED TIMELINE: AUGUST

Continue to ...

- Research positions that you might be interested in.
- Network with Penn students and alums, attorneys at your current position, and attorneys at organizations of interest to you.
SUGGESTED TIMELINE: SEPTEMBER

If you have applied for jobs in the early cycle, you may begin to interview with public sector employers.

Attend Public Sector Jobs Application parties with CP&P and TPIC student advisory board.
SUGGESTED TIMELINE: SEPTEMBER

Continue to interview with public sector employers through Penn’s Fall OCI program – employers, especially from public interest organizations, often continue to come to campus.

Participate in GPALS Philadelphia and DC Job Fairs.
Submit your resume and cover letter to EJW employers.

Attend the Public Interest Retreat sponsored by CP&P and TPIC. Get re-energized about your social justice commitment. Re-think and re-commit to your career and life goals.
Apply for jobs - write cover letters, seek edits and feedback, and do mock interviews.

Research positions that you might be interested in.

Network with Penn students and alums, attorneys at your current position, and attorneys at organizations of interest to you.
SUGGESTED TIMELINE: OCTOBER/NOVEMBER

Meet with a counselor!

October: Attend Equal Justice Works Career Fair for interviews and table talk.

November: Register for the PIPS Career Fair (Philadelphia) in February.
Follow up on any outstanding applications.

- Remember, phone calls to check on your application may be just that, or they may be a 30 second job interview – especially at public interest organizations, you never know who may answer the phone. Be prepared with your “elevator speech”.
SUGGESTED TIMELINE: OCTOBER/NOVEMBER

Continue to ...

- Apply for jobs: write cover letters, seek edits and feedback, and do mock interviews.
- Interview for jobs.
- Research positions that you might be interested in.
- Network with Penn students and alums and attorneys at organizations of interest to you.

Continue to …
Don’t forget to keep checking Symplicity, PSLawNet, and other sites on a regular basis. If you don’t see opportunities at your desired organization yet, network with contacts to find out when they will begin.
SUGGESTED TIMELINE: DECEMBER

Take a break.

• Schedule something very, very nice for yourself. Remember that for all other professional schools and law schools, most students do NOT have a job for after graduation yet! Pamper yourself. Remember your source(s) and your inspiration. Remember that there are multiple paths to where you want to go.
QUESTIONS?

❓ Contact Tory Messina at
vmessina@law.upenn.edu