

When to Use the CDO: Suggested Timeline for the 1L Job Search

As a famous politician once said: "early and often!"

October

- NETWORK!
- Learn about various practice areas at the "Practice Area Exploration" Conference on *October 30, 2009!*
- Attend CDO orientation section meeting
- Complete self-assessment exercises

November

- NETWORK!
- After *November 1*, meet with your Career Counselor
- Learn about the nuts and bolts of the 1L job search by attending the "A Common Sense Primer on Job Search for 1Ls" presented by Professor Kieff on *November 6, 2009!*
- Prepare your resume and cover letter
- Obtain unofficial copies of your transcripts from your prior schools
- Identify and get permission from individuals you would like to list as references
- Research possible employers
- Receive password and instructions for accessing Symplicity

December/Early January

- NETWORK!
- Draft and finalize resumes and cover letters
- Research employers; monitor Symplicity for opportunities
- For large firms and other positions with early deadlines: send out resumes and cover letters after *December 1*
- For all other employers: mail out applications over winter break
- Arrange for informational interviews with attorneys over winter break
- Attend 1L receptions hosted by legal employers
- Let family and friends know you are looking for a legal job for the summer

Spring

- NETWORK!
- **Participate in the Mock Interview Program**
- Continue to research employers and monitor Symplicity for opportunities; send out additional applications; check in with your Career Counselor
- Read CDO emails and *Noteworthy*, and attend programs, workshops, networking receptions, job fairs, and panel discussions throughout the semester
- Participate in the GW/Georgetown Public Interest Job Fair, the IP Networking Program, the Government Internship Fair and the Small/Medium Law Firm Recruitment Program.