Summer Break Prior to 2L Year

- **Update resume** to include 1L summer experience and possibly grades. Upload resume onto [HastingsCareersOnline.com](http://HastingsCareersOnline.com) (HCO).
- **Review writing sample**- edit to fewer than 10 pages.
- **Attend Career Office Workshops** for resume and cover letter drafting and mock interviews during the summer. See the [master calendar](#) for all Career Office events.
- Map out your **preferred 2L Summer Plan** and a back-up 2L Summer Plan. Speak with a Career Counselor to finalize the plan and make sure all resources and approaches are incorporated.
- Know the **hiring time-frames for employers** you are targeting. (For example, big firms hire a year in advance, small firms hire a couple months, sometimes weeks, in advance.)
- **Craft and send cover letters and resumes to out-of-town employers.** If this is the case, let them know you’ll be in the area and available to interview before school starts. Follow up on all such overtures with a phone call.
- **Review the Mid-Size and Small Firm Cheat Sheet** in the Document Library on HCO and determine which, if any, of these firms, might interest you. Consider reaching out to an alum at the firm to build a connection that you can cultivate over the year so that when the firm is ready to hire later in the year, you have a contact there. Speak with Career Counselors to map out this technique.

- **For the Early Interview Program (EIP, formerly known as OCI):**
  - Research the employers. Start early on your research- it takes time!
  - Complete the **Student Summer Employment Survey** prior to applying for EIP.
  - Apply for EIP interviews on [HCO](http://HCO).
  - The bidding window is in early July.
  - Send letters to your targeted law firms that are not participating in EIP.

- **For IP Law**, attend the SF Intellectual Property Law Association Career Fair, the Loyola Patent Interview Program, and the SF Bar Association Diversity Career Fair.

- **For Federal government summer programs**, look at the Government Honors Handbook on [HCO](http://HCO). Many of these programs have early Fall deadlines!

Late Summer / Fall Semester

- **Participate in EIP**, if interested. Some government agencies such as the DA and PD attend.
• For Federal government jobs, apply for the U.S. Department of Justice Summer Law Internship Program (SLIP). Visit www.usdoj.gov. The deadline is in early September. Also check out the Government Honors and Internship Handbook on HCO for other federal government opportunities.

• For public interest jobs, attend the Equal Justice Works Conference in Washington D.C. in October, if possible.

• Check HCO regularly to view and apply to current job postings.

• Follow up with employers to whom you have applied.

• Apply for a Spring semester Judicial Externship (for school credit), if interested. The deadline is in October. Contact Professor Nancy Stuart for more information.

• Network! Network! Network! Use alumni mentors, additional alumni or personal contacts to set up informational interviews during Winter Break. There is an Alumni Mentor Orientation nearly every week that school is in session.

• Notify the Career Office if you accept a position for your 2L Summer.

Winter Break (December)

• Schedule and attend interviews with out-of-SF employers.

• Gather information about the legal practice in your preferred city.

• Review local legal publications.

• Conduct informational interviews with alumni or other contacts in your preferred city.

Early Spring (January - March)

• Check Job Postings: Visit HCO for announcements and apply for relevant job postings.

• Follow up by phone or e-mail with employers to whom you have sent applications.

• For Federal Internships: Send out applications. Deadlines run early January - February. Check agency websites and the Government Honors Handbook on HCO.

• For judicial clerkships:
  o Join the judicial clerkship listserv to receive up to date information.
  o Attend information sessions.
  o Check the judicial clerkship page for detailed information on the process.
  o Build relationships with faculty.
  o Approach professors to write letters of recommendation.


• For Government and Public Interest:
  o Begin researching post-JD fellowships and host organizations.
  o Network with public interest attorneys to brainstorm ideas for project proposals.
  o Attend Public Interest/Public Sector Day in early February to interview and meet employers.
- **Watch for Funding Deadlines:** Financial Aid/FAFSA priority deadlines to qualify for summer work-study. The HPILF Fellowship deadline is mid-Spring.
- **For Smaller Firms:** Participate in Spring On-Campus Interviews (OCI) in February - April.
- **Attend Career Office presentations** and employer-sponsored programs to learn more about legal fields, professionalism, what employers expect and to meet attorneys.
- **Talk to professors** about possible research assistant positions for summer and approach those that could serve as references.
- **Brainstorm with the Career Office** about 2L job opportunities and strategies you may not have considered.
- **Schedule interviews** - both informational and job interviews for Spring Break.

**Spring Break**
- **Attend scheduled informational interviews** and any job interviews you arranged.
- **Network! Network! Network!** Join relevant professional associations if you have not yet done so and attend events to meet attorneys.
- Continue to attend **professional association events** and network with attorneys there.

**Late Spring (April-May)**
- **Check HCO often** because employers contact the Career Office with late-breaking job opportunities.
- **TIP: Most small firms hire between March and May. Keep looking!**
- If you are applying for a **federal judicial clerkship** (post-graduation), attend the Career Office workshops in April and meet with Fairuz Abdullah, Clerkship Director in the Career Office.
- Consider applying for the **Judicial Externship** Program to enhance your resume. The time to submit applications for 3L Fall externships is in April of your 2L year.

**Summer (June - August)**
- **Update resume** to include your summer work experience and your 2L grades.
- **Watch for Career Office Workshops** for resume and cover letter drafting and mock interviews during summer.
- **Apply on HCO for OCI for your 3L year**, if you are interested in a permanent position with the employers coming (mostly large firm and some government).
- Finalize and polish up **public interest fellowship applications**.
- Finalize **federal clerkship applications** for submission in early September.