CAREER PLANNING FOR 1LS: A MONTH-BY-MONTH GUIDE

All 1Ls MUST MEET with their career advisor and upload a resume between October 15, 2013 and January 24, 2014.

Watch for an email from kentcso@kentlaw.iit.edu this week with the subject line: “Career Services Office: Symplicity Access”

SEPTEMBER-NOVEMBER:
- Attend career programs presented by the Career Services Office,
- Attend the MANDATORY program “Developing a Legal Resume and Cover Letter” on either September 24 or 25.
- Draft a legal resume, upload it to Symplicity, and meet with your career advisor.
- Begin self-assessment: What type of law or work environment interests you?
- Attend “Meet the Public Service Employers Reception” at Loyola University Chicago School of Law on Tuesday, October 29 from 5-7pm, if you are interested in Public Interest work.
- Order Student Business Cards.
- Meet attorneys! Begin networking and conducting informational interviews.
- Attend “Practice Tracks” on Thursday, November 14, from 5:00-6:30pm at the Chicago Bar Association to meet and speak with attorneys in various legal practice areas.

DECEMBER:
If you are interested in government or legal aid positions:
- Apply for various government positions. Many government agencies have deadlines for 1Ls on or around December 1st. For a detailed list, view the Government Honors & Internship Handbook at www.law.arizona.edu/career/honorshandbook.cfm (username: tim; password: tam) (This is available in the Symplicity Document Library).
- Apply for a PILI (Public Interest Law Initiative) paid summer internship as soon as possible beginning December 1st. Go to www.pili-law.org/ for more information.
- Register for MPILCC (Midwest Public Interest Law Career Conference) by early December. Learn more at mpilcc.uchicago.edu/.

If you are interested in private law firms:
- Very few large law firms, and some Intellectual Property Boutique firms, hire law students for their first summer. Competition for these jobs is extremely fierce. A list of large firms that will consider 1L applications is available by searching the NALP Directory at www.nalpdirectory.com. You must apply ASAP after December 1st.
- Diverse students may consider applying for a variety of fellowships and scholarships.

Everyone:
- Concentrate on exams. First year grades are important to many legal employers.
- Relax! First year can be overwhelming. Take a deep breath and do something fun!
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JANUARY:
- Meet attorneys! Make new contacts and friends. Winter break is a good time to network and conduct informational interviews.
- Upload your resume and bid on employers for MPILCC (Midwest Public Interest Law Career Conference) by early January.
- Diverse students may also apply to work for a judge the summer following their 1L year through the 2014 Judicial Intern Opportunity Program (JIOP). 1L students may apply beginning December 1st, and the deadline to apply is early January.
- If you have not met with your career advisor, make an appointment by January 24.
- Draft a persuasive cover letter targeted to the areas of law in which you are interested.
- The Cook County State’s Attorney Office begins accepting applications for summer clerks beginning January 1st, but wait to apply until you have received your first semester grades.
- If you would like to do legal aid work or government work over the summer, visit Public Service Job Directory (PSJD) http://www.psjd.org/ for job postings and information.
- Watch the Record for information about the Patent Law Interview Program (Job Fair for Patent Law). Student registration typically begins in January or February.

FEBRUARY:
- Attend MPILCC Midwest Public Interest Law Career Conference on February 1st at Northwestern Law School.
- Talk to 2Ls and 3Ls about what they did during the summer following their first year.
- Watch for law clerk job postings through Symplicity.
- Explore and follow up on volunteer opportunities. The Public Interest Resource Center (PIRC) at Chicago-Kent matches volunteers with opportunities.
- Apply for a Summer Judicial Externship through the judicial externship program here at Chicago-Kent.

MARCH, APRIL, MAY:
- Apply for summer externship positions (legal jobs for class credit, posted in Symplicity) through the Access to Practice Legal Externship Program.
- Draft and send out cover letters and resumes to small and midsize firms (targeted mailings). Follow up with phone calls.
- Research and apply for law clerk job listings in Symplicity - March, April and May are peak hiring months for summer law clerk jobs.
- Consider participating in the Fall Recruiting (On-Campus Interview) program. There will be a mandatory program in the spring for ALL first year students to discuss Fall Recruiting and other opportunities. Note: Fall Recruiting begins before 2L classes start (during the summer).
- Consider a part-time legal volunteer position combined with a paid non-legal position.
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JUNE, JULY, AUGUST:

- Do not become discouraged. Paid legal employment may be challenging to find during the summer after the first year. Don’t give up! A number of law firms are still seeking clerks in June. No matter what your plan is, have a back-up plan.
- Enjoy your summer, and work to develop transferable skills and establish a new network of contacts for future opportunities.
- Continue self-assessment and relationship building. What do you want to do with your law degree? Learn about your options. The more information you gather and the better you know yourself, the more satisfying you’ll find your legal career.
- Meet attorneys! Summer is a great time to do more networking and informational interviews. Get to know the attorneys with whom you are working; they will be future job references and colleagues.
UPCOMING FALL 2013 CAREER PROGRAMS

MANDATORY 1L RESUME AND COVER LETTER WORKSHOPS
All 1L Students: Tuesday, September 24 at noon and 5:30pm or Wednesday, September 25 at 3pm

Public Interest Week
For students who may be interested in working for the government or in legal aid positions, come attend several programs regarding public interest careers!

- **Tuesday, October 8 at noon (Room 345)**: Preparing your PILI Application (see below)
- **Wednesday, October 9 at 5:30pm (RSVP required, watch for announcement)**: Speed-Networking with State and Local Government Attorneys
- **Thursday, October 10, noon-2pm**: Prosecution & Criminal Defense Programs
- **Saturday, October 12 at 8:30am**: Explore the Possibilities: Pro Bono & Public Interest Law Opportunities (see below, students must pre-register for this event)

OCTOBER

- **Exploring Careers in Small or Midsize Law Firms – Wednesday, October 2, 3pm**
- **Preparing your PILI Application – Tuesday, October 8 at noon, Room 345.** The Public Interest Law Initiative (PILI) offers $5,000 internships for students who spend their summer at one of their designated Chicago-area legal aid organizations. Learn helpful tips from the Executive Director of PILI, past recipients, and alumni to prepare the best application possible!
- **Explore The Possibilities: Pro Bono & Public Interest Law Opportunities – Saturday, October 12, 8:30am - noon.** This program is for Chicago area law students and recent graduates who are interested in learning more about opportunities as volunteers, interns or fellows at public interest law organizations. Leading attorneys in private, government and public interest law practice will attend. Student must pre-register for this event held annually at Chicago-Kent. Please watch for the registration announcement.
- **Student-to-Student Career Fair – Tuesday, October 22.** Come hear from your fellow students (upperclassmen) about law clerk jobs in a variety of legal practice areas and settings.
- **Meet the Public Service Employers Reception – Tuesday, October 29, 5-7pm at Loyola.** Meet and mingle with representatives from over 50 area public interest and government employers during this evening reception at Loyola University Chicago School of Law.

NOVEMBER

- **Alternative Careers Day – Wednesday, November 6.** This is an entire day of activities geared towards students interested in Alternative Careers. The day concludes with an Alternative Careers Reception so students can network with professionals who use their legal education and experience in alternative careers.
- **ABA Judicial Internship Opportunities Program/Association of Corporate Counsel Minority Diverse Law Student Panel – Tuesday, November 12 at noon.** Chicago-Kent students who have participated in the JIOP judicial externship program and the ACC diversity program discuss their experiences applying, interviewing and working with a judge or corporation over the summer.
- **Practice Tracks – Thursday, November 14, 5-7pm at Chicago Bar Association.** Easy networking with attorneys from several legal practice areas.
Your reputation in the legal community begins now as a law student, and you should strive for absolute professionalism in each and every contact you have with professors and attorneys (your future colleagues and supervisors). Be mindful that the legal community is small, even in large metropolitan markets such as Chicago, and news of poor behavior travels quickly among legal professionals. First impressions make a lasting impact, and your reputation for ethical behavior, competence, and professional demeanor precedes you wherever you go. Follow the professionalism tips below to ensure you develop a good reputation from day one.

**E-Mail**
- Summarize your e-mail in a brief, relevant subject line.
- Address the person to whom you are sending a message by name. (“Dear Mr. Smith:”)
- Be clear about why you are writing at the outset, and keep the e-mail brief.
- Error on the side of being formal. Do not get too familiar (do not begin your e-mail with “hey!”) and stay away from colloquial terms.
- Do not use too many exclamation points!!!
- When you are upset, do not press “send.”
- No matter how happy you are, do not use a smiley-face (emoticons are not appropriate).
- Respond to e-mail messages in a timely manner.
- Beware of the “reply-to-all” feature. When in doubt, use the forward function, which forces you to type in the names of your e-mail recipients, instead of reply or reply-to-all.
- Sign your name with a respectful closing, such as “Regards” or Thank you.”
- Remember, e-mails live forever. Do not write anything in an e-mail that you would not want to see printed out in paper form.
- Proofread, proofread, proofread.

**Voicemail and Phone**
- When making phone calls, always identify yourself.
- Ask if the person has time to speak with you.
- The voicemail message on your home and/or cell phone should be professional. Don’t have popular songs play while someone is trying to reach you; use a standard ring tone.
- When leaving a message for others on voicemail, enunciate and speak slowly. Repeat your name and contact information twice.
- A number of attorneys and professionals convert their voicemails into written text messages or documents. If you must leave a long, substantive voicemail, write out your message first and practice it to avoid repeating yourself and saying “um,” “like,” or other conversation fillers.
Career Services Office

Social Media
- Protect your reputation by selecting high privacy settings in your social media accounts to prevent bar examiners and potential employers from viewing inappropriate material.
- Think before you Tweet or post. You must take responsibility for statements or videos you make or post online.
- Do not use LinkedIn the same way you would use Facebook. They are two different platforms, and in general, LinkedIn should be used for professional networking purposes only.
- Never gossip about or comment about a client, judge or supervisor online.

Personal Interactions: In the Workplace and the Classroom
- Be forthright and honest.
- Respect everyone’s authority, knowledge and contributions. This includes support staff.
- Understand that generational differences may exist between you and your supervisors, co-workers, clients and professors. You may need to adjust your communication style to be more effective when communicating with supervisors, clients and professors of a different generation.
- Turn off your smartphone in a meeting or in class. “Secretly” checking your phone during a meeting or event sends the negative message that “This e-mail/Facebook update/incoming text message is more important than you are.”
- Be on time (or early) to meetings and events.
- Be responsive and reliable: return phone calls and e-mails and meet deadlines. If you think you cannot meet a deadline, communicate that to your supervisor immediately and directly.
- Maintain client confidentiality. Be careful about discussing matters or reading confidential materials in public areas, such as elevators, restaurants or trains.
- Always take a pen and legal pad whenever meeting with any supervising attorney or professor, and ask questions to clarify each assignment and the issues to be researched.
- Request feedback from your supervisor, professor or teaching assistant regarding your performance and progress.
- Treat every draft you turn in as a final work product. Even when your attorney supervisor requests a “first draft” memorandum or pleading, proofread your work to ensure that it is free from typos or errors.

Personal Interactions: Social Events
- Do not drink excessive amounts of alcohol at work engagements.
- Do not limit yourself to a certain group of people. Expand your network and introduce yourself to new coworkers or law students.
- Take cues from co-workers regarding appropriate dress at office social events, but in general, professional, conservative dress is appropriate. Strive to be memorable because of your personality and work achievements—not because of your clothing or accessories.
Career Services Office

USING SYMPLICITY:
FOR CHICAGO-KENT COLLEGE OF LAW 1L LAW STUDENTS

“Symplicity” – Chicago-Kent’s online career management and job posting system
- Visit this website regularly during your law school career to view and apply for law clerk positions,
  externship and internship opportunities, and legal volunteer activities
- Use Symplicity to schedule a meeting with your career advisor
- View password-protected career resources under the Resources tab (the “Document Library”) in
  Symplicity

How to Login to Symplicity:
1) Shortly after orientation, all 1L students will receive an email from kentcso@kentlaw.iit.edu with the
heading: “Career Services Office: Symplicity Access”
2) Please read this email and follow the directions to login to Symplicity
3) Next, update your personal contact information and career profile

How to make an appointment to meet with your assigned career advisor:
1) 1Ls must make an appointment with their career advisor and upload a resume onto the Symplicity job
posting system between October 15, 2013 and January 24, 2014
2) On the Symplicity homepage, on the right side of the screen under “CAREER TOOLS AND
  ADVISING,” click on “Request an Appointment.”
3) Select “Counseling: Initial” for your first career counseling appointment. Note: Your assigned career
  advisor’s name will appear on this page.
4) Next, select timeframes for your initial appointment (days, time), and click “Check Availability.”
   Choose an available appointment time.
5) Problems? Please contact our office kentcso@kentlaw.iit.edu or at 312-906-5200

How to Access Career

![Symplicity Calendar and Appointment Booking Interface](image)
Career Services Office

Resources in Symplicity:
Once you login to Symplicity, please review the helpful career resources located under the red Resources tab (in the “Document Library”) in Symplicity. Some of these resources include:

- Chicago Area Law Firm List (list of every law firm in Chicago with 4 or more attorneys)
- Government Honors and Internship Handbook
- Music Attorney Registry
- Prosecution Handbook
- Public Defender Handbook
- Public Interest Job Search Handbook for 1Ls
- Various handouts related to the job search, including “Researching Legal Employers,” “The Out of State Job Search,” “Salary Negotiations” and “Writing Samples”

To access these resources, click on the red “Resources” tab at the top of your Symplicity screen, and select “Document Library.” (Arrow 1) You may also access the Document Library by clicking on “View Document Library” under “MORE” on the right side of your Symplicity homepage.

Only 20 items will appear when you first arrive at the page; you can change this using the “SHOW” feature (Arrow 2). Because there are so many resources in the Document Library, all items have been assigned “tags” to help you search for and sort resources within the library. To use this feature, hold your cursor over the “Tags” section. (Arrow 3) A drop down menu will appear, and from this you can select the tag that interests you. Some items have multiple tags, and will appear in multiple searches.

How to View Job Postings in Symplicity
To view job postings in Symplicity, click on the red “Jobs” tab at the top of your Symplicity screen, and select “CSO Jobs.” Once there, you may search the posted jobs by Keywords, Practice Areas or Position Type, or you may run an “Advanced Search” for specific jobs. Please contact your career advisor with questions about how to best search through job postings.

How to Run an Advanced Search and Use Search Agents
Use the “Advanced Search” tab while looking at job postings to refine your search of job postings with multiple filters including city, state, country, employer type and industry type. Save your advanced search by check-marking the “Save As” box at the top of the online form.
1) Choose a specific name for your search such as “Indianapolis Jobs” or “Public Defense.”
2) Select the filters you would like to search with (e.g. Employer Type, Position Type, City)
3) Run the search by clicking the “Submit” button.
4) View your list of saved searches by clicking on the Search Agents tab.
5) Review and/or edit a Search Agent by clicking in the Options column.

How to Run Search Agents / Receive Email Notifications
1) To enable a Search Agent, click on the name of the Search Agent (in the Label column) or the Schedule button (in the Options column) and click “Yes” in the Enabled field.
2) Then set a Period and a Multiple (the values entered will be used to determine how frequently your agent is run), and click the “Submit” button.
3) Symplicity will run enabled Search Agents automatically, and then email the results.