

# FIRST YEAR TIMELINE

As a first year student, you can begin to use the Career Development Office (CDO) counseling services on October 15th. We recommend that you use the preceding time to immerse yourself in your first year. Meet your professors, join study groups and get to know your colleagues. It also may be useful to take some time to think about what you want to do in the short and long term. There will be plenty of time to narrow down your options over your law school career, but remembering why you want to be a lawyer is the crucial first step in any legal job search.

Remember, your legal career starts now! Your coursework, law school activities, community service, and work experience, both before and during law school, will shape your legal career options. The Career Development Office is here to help you better define your goals and find the right career path.

## First Year Fall Semester

### *September*

1. Attend First Year law school orientation events.
2. Start to develop your legal network.
3. Register for an alumni mentor (the CDO will email you an invitation when the program opens)
4. Meet your colleagues.
5. Get to know your professors.
6. Meet second year and graduating students.
7. Immerse yourself in law school.
8. Join student groups in the vicinity of school, or where you wish to practice.
9. A successful job search should begin with self-exploration. Think about why you decided to attend law school and what goals you hope to achieve.
10. Attend [Delaware Law School events](#) to broaden your perspective on the law.

### *October*

1. Attend the Career Development Office (CDO) orientation meeting.
2. **October 15th** is the first day First Year students may meet with a career counselor.
3. Attend CDO resume and cover letter writing workshops.
4. Think about the type of employment you want for your first summer experience.
5. **Before Thanksgiving Break**, make an appointment with a career counselor to review your resume and discuss your career goals and job search strategy:

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Last names M – Z: Lauren Damiano, Associate Director

6. Review [The Complete Guide to the Legal Job Search Process](#) on the CDO website.
7. Attend CDO presentations of interest to you.
8. Log into [Symplicity](#), the CDO job bank and online career management database.

9. Update your profile on [Simplicity](#) and budget time to familiarize yourself with [Simplicity](#).
10. Check [Simplicity](#), and other commercial job boards, bi-weekly for summer or part-time job listings.
11. Create a professional [LinkedIn](#) webpage.
12. Professionalize your life: review your voicemail message, email signature block, social media profiles and online presence to be sure that they present you in the best possible light.
13. Google yourself and remove any questionable information from websites as necessary.
14. Interested in government employment? Review the [Government Honors & Internship Handbook](#) published by the University of Arizona James Rogers College of Law (password information is available on the [Simplicity](#) home page).
15. Use [PSJD](#) to learn about public interest and *pro bono* opportunities and public interest summer funding resources.
16. Familiarize yourself with the admission requirements for the state bar to which you plan to apply as deadlines vary by state and some states offer financial incentives for early registration.
17. Attend continuing legal education (CLE) courses to learn more about practice specialties and to meet attorneys.

#### *November – December*

1. Focus on exams!
2. Although not set in stone, many First Year students will begin applying for summer associate positions with large corporate firms in November and December. (Check firm websites and with the Career Development Office as to application months and typical hiring guidelines for small to mid-sized firms and other legal employers).
3. Begin to set up informational interviews and meetings for winter break.
4. Apply for the *Public Interest Public Service Job* (PIPS) [Job Fair](#) held in late January.
5. Apply for diversity job fairs in the tri-state area and around the country.
6. Meet with a counselor before you leave for winter break.
7. Use winter break to begin your summer job search in earnest.
8. Interested in a federal or state judicial internship for the summer? Send resumes and cover letters by mail to judges after exams.
9. Reconnect and check in with friends, family, previous employers and college professors during winter break.

#### First Year Spring Semester

##### *January – February*

1. Continue to send out applications, focusing on small firms, non-profit organizations, government agencies and other employers in which you are interested.
2. If you have concerns about your grades, talk to someone in student affairs and/or career development.
3. Participate in the Spring On and Off-Campus Interview Program (OCI); bidding begins in January and interviewing starts in February.
4. Apply for the [Philadelphia Diversity Law Group](#) (PDLG) Summer 1L Program.

5. Follow-up with employers one week after sending all applications.
6. Sign up for a Mock Interview with your career counselor to hone your interviewing skills.
7. Attend CDO Spring programming on various topics.
8. Register for the [Loyola Patent Law Interview Program](#) in Chicago.
9. Continue to build your professional network.
10. Consider applying for an [Equal Justice Works Fellowship](#) and other public interest fellowships.

### *March – April*

1. Meet with a counselor.
2. Attend the Fall OCI orientation meeting in March or early April.
3. Review the Fall OCI timeline and calendar important dates.
4. Interested in improving your writing skills? Consider [Journal membership](#).
5. Take advantage of employer sponsored networking events.

### *May*

1. Focus on exams!
2. Meet with a counselor.
3. Start early to plan your 2L job search strategy and take a comprehensive approach to the search process.
4. Research employers of interest to you and begin to draft cover letters.
5. Send resume and cover letters to your counselor for review and comments.
6. Let the CDO know where you will be working for the summer.
7. Review diversity opportunities on the CDO webpage and apply accordingly.
8. Apply for the [Philadelphia Area Diversity Job Fair](#) (PADJF).
9. Apply for the [Delaware Minority Job Fair](#) (DMJF).

### First Year Summer

### *June – July*

1. Check your Delaware Law School email regularly as CDO will send important recruiting and job fair information to you throughout the summer by email.
2. Get legal experience in your summer job or volunteer position.
3. Meet and network with attorneys from your summer/volunteer job and city during the summer.
4. Produce strong writing samples to use during the recruiting season.
5. Request permission to list your supervisor as a reference upon leaving your summer/volunteer position.
6. Continue to learn about the legal profession and conduct informational interviews.
7. Participate in Law Review/Journals write on competition.
8. Prepare for the fall recruitment process.
9. Observe all fall recruitment deadlines.
10. Have your fall OCI recruiting resume reviewed by your counselor before OCI bidding ends.
11. Think about narrowing your areas of interest (practice specialties and geographic preferences).

12. In June, review OCI participating employers and apply to non-OCI employers.
13. Apply/bid for OCI On-Campus and Resume Collection employers.
14. Apply for the [Greater Philadelphia Area Law Schools Consortium \(GPALS\)](#) Philadelphia Job Fair. Applications are due in August and interviews are conducted in September.
15. Register for the [Equal Justice Works Conference and Career Fair](#) in Arlington, VA in October.
16. Check government application deadlines and apply as appropriate. Use the [Arizona Guide](#). Password is available on your [Simplicity](#) homepage.
17. Check [Simplicity](#) as employers advertise summer positions in the job postings section.
18. Request written letters of recommendations early, if necessary for applications.
19. Prepare for OCI interviews scheduled for August and September.
20. Attend the [Loyola Patent Law Interview Program](#) in Chicago if you have been previously selected to interview.
21. Research and prepare for on-campus interviews with selected employers.
22. Check post-graduate state judicial clerkship application deadlines and apply as appropriate. Use the [Vermont Guide](#) to obtain further details. (Password is available on your [Simplicity](#) homepage). The Delaware Supreme Court, the Delaware Court of Chancery, and the Pennsylvania Supreme Court, Superior Court and Commonwealth Courts typically seek applications beginning in the second year of law school.
23. The New Jersey Supreme Court and New Jersey Appellate Division recommend students apply early in the process at the end of their second year.
24. For up to date information on applying to Federal Clerkships and for hiring deadlines see [OSCAR](#).