

First Year Student Timeline for Fall 2009 / Spring 2010

Programming Events

The Career Development Office plans many programming events throughout the year to educate students on career-related topics. These programs include learning about practice areas, judicial clerkships, and tips on how to strengthen your job search and interviewing skills. We look forward to seeing you at all our events!

Government, Public Interest, and Pro Bono Opportunities

If you're interested in a career in public service, we encourage you to make an appointment with the Rappaport Center for Law and Public Service. The Center will be presenting career services and public policy programs throughout the year. You can locate dates and times for these programs in the Dean of Students newsletter and by signing up for the Rappaport Center listserv. You are welcome to visit the Rappaport Center, located on the first floor, Suite 110.

NALP

Suffolk University Law School is a member of NALP, The Association for Legal Career Professionals. NALP is organized to promote cooperation between law schools and employers. NALP developed "Principles and Standards for Law Placement and Recruitment Activities," the full text can be found www.nalp.org. This timeline is a combination of NALP principles and general information on job searching for law students.

November 1L Career Month

Resume Workshop and Symplicity Training

ATTEND A RESUME WORKSHOP (MANDATORY)

Do you have your legal resume ready to go? Bring it to this workshop where a career counselor will conduct a PowerPoint presentation which includes all the details needed to compose a resume. You will walk away with a new and improved resume!

Symplicity

ATTEND SYMPPLICITY TRAINING (MANDATORY)

This training will show you how to navigate through the Symplicity site. For the duration of law school, this site will be used when searching employer information and applying for On-Campus Interviewing, Government and Public Interest programs as well as summer job opportunities. You will receive your login and password in November.

Schedule for Orientation/ Resume Workshop and Symplicity Training

MONDAY, NOVEMBER 2

Section 1A 3:20 - 4:20 p.m. Room 235

TUESDAY, NOVEMBER 3

Section 4A 5:00 - 5:50 p.m. Room 295

WEDNESDAY, NOVEMBER 4

Section 1B 2:00 - 2:50 p.m. Room 335

Section 1C 2:00 - 2:50 p.m. Room 235

THURSDAY, NOVEMBER 5

Section 1D 11:00 - 11:50 a.m. Room 315

Section 4B 5:00 - 5:50 p.m. Room 295

FRIDAY, NOVEMBER 6

Resume Workshop and Symplicity Training:

12:00 - 12:50 p.m. Room 265

NOVEMBER

RESUME BLITZ FOR 1Ls!

November 10, 2009, 9:00 a.m. - 11:00 a.m. Main Function Room
REFRESHMENTS WILL BE SERVED

Show us what you learned at the Resume Workshop by bringing your updated resume to the *Resume Blitz* for a career counselor to review! While you are at the *Resume Blitz*, you can sign up for your first career counseling appointment or you can visit the Career Development Office and sign up at the front desk.

A Writing Workshop for 1Ls

Cover letters, email etiquette, and thank you notes

YOU MUST RSVP ON SYMPLICITY FOR THIS WORKSHOP

November 10, 2009, 5:00 p.m. - 5:50 p.m. Room 315

Professor Janda will teach you the best way to market and highlight your experience in a cover letter, an email and a thank you note. This workshop will surely help you demonstrate your strong writing ability to employers.

Networking 101

YOU MUST RSVP ON SYMPLICITY FOR THIS WORKSHOP

November 12, 2009, 3:00 p.m.- 4:00 p.m. Room 235

Networking is how most students find their jobs. Do you know how to network? What is networking and why is it important? Learn the basics of networking at this presentation and start practicing during the holidays. Attorney Mary Claire Decker '78, from Monitor Company Group L.P., will share some helpful networking tips.

Interviewing at Your Best for Private Firm Jobs

YOU MUST RSVP ON SYMPLICITY FOR THIS WORKSHOP

November 17, 2009, 5:00 p.m.- 6:00 p.m. Main Function Room

Get expert advice from attorneys who can tell you how to make that winning impression. They will share helpful tips to prepare you for a successful interview.

The ALUMNI FALL CAREER FORUM

November 18, 2009, 4:00 p.m.- 6:00 p.m. Main Function Room

Put those networking tips that you learned from the Networking 101 program to good use! Over 50 Suffolk Law School Alumni participate in this networking program. Speak with and learn from attorneys about their career paths and areas of law. This program is a great way to meet the New England legal community.

Social Networking in the Legal World

November 19, 2009, 2:00 p.m. - 2:50 p.m. Room 235

Scott F. Katz, Business Development Manager for the law firm Burns & Levinson LLP, will conduct a PowerPoint presentation on how to effectively use social networking in the legal world.

1L/2LE Judicial Clerkship Information Session

November 19, 2009, 5:00 p.m. Room 365

It's not too soon to learn about Judicial Clerkships. Find out about clerkships and learn what you can do to prepare with Margaret Talmers, JD Clerkship Advisor.

On-going
Walk-in Hours for resume review and quick questions
CDO Library, Suite 120
Mon: 9:30 – 11:30, Tue: 9:00 – 11:00, Wed: 2:00 – 4:00, Thu: 12:30 – 2:30
Mon, Thu: 5:00 – 6:00

DECEMBER

Government and Public Interest Recruitment Program
Suffolk Law School, January 21 and 22, 2010.

Deadline for submitting your resume via Symplicity is December 3, 2009.

The Rappaport Center for Law and Public Service, as part of the Massachusetts Law Consortium, will host this program of approximately 50 employers. This recruitment program is where many students obtain their first year summer jobs in a public interest organization or in the government sector. To be considered for an interview you must submit your resume through the Massachusetts Law Consortium Symplicity website. Information about this program will be emailed to you. Make sure to view the Rappaport Center's webpage on the Suffolk Law website.

Sign up for a Mock Interview

The Career Development Office would like to conduct a mock interview with you. This is a great way to practice and make sure you are ready to interview at your best. Make sure to bring your resume to the mock interview. Take those helpful tips from the *Interviewing at Your Best* program and put them to use!

Network around the Holidays

Start thinking about possible contacts for summer jobs and begin networking!

Review Summer Job Postings

Keep your eye on *Spotlight*, our weekly newsletter, and check the job postings on Symplicity as the deadlines for some summer jobs may be in December.

JANUARY – MAY

Summer Judicial Internship program, January

Margaret Talmers, Judicial Clerkship Advisor, will present the internship application information at this session. You will also have an opportunity to hear from past summer interns and learn more about their experiences as judicial interns.

Symplicity JOB POSTINGS

Employers will be seeking out law students for summer opportunities. Check Symplicity often and make sure to apply for summer jobs that offer legal writing and research experience.

SUMMER SURVEY

Log into Symplicity and read about what 2Ls and 3Ls did the summer of their first year. Once you secure your summer job, make sure to update your profile with your employment information.



Career Development Office