Career Services Office

Job Search Strategies for New Graduates

With the numerous online resources and job posting sites, and the deluge of advice from other attorneys, family and friends, navigating a job search can seem like a daunting task. This handout has key advice for developing your job search strategy and getting the most impact from your search activities.

Keep in mind that no single strategy works for everyone. **It is essential that you develop a strategy tailored to your skill set and areas of interests.** Don’t worry about what the “hot” area of the moment is supposed to be; the hot area for you is the one that plays to your strengths and gives you the best chance to find your first post-graduate job. Remember that flexibility, perseverance, and a positive attitude are key to success in a job search!

- **Understanding the Job Search Cycle**

  As a new graduate, the job search will be affected by your pending bar results, creating a unique cycle for this hiring process. Though you’ll complete the bar exam in July, results will not be released until October. Most graduates who secure a job at graduation or immediately thereafter do so by working for an employer during law school, building a connection with that employer and subsequently receiving an offer for full-time employment. Employers who do not know a new graduate and have not seen the quality of a grad’s work over an extended period of time view these applicants as an unknown entity, and will be reluctant to hire someone before a positive bar exam result is known. The result is less positions available for new graduates prior to October. Many new grads find themselves in this position, and can struggle to remain positive, especially if family and close friends do not understand this hiring cycle and cannot relate to the experience. Remember that there’s no reason to feel bad about graduating without permanent employment; apply yourself to your search, understand the limitations the cycle imposes, and you will find a job!

  *This doesn’t mean there’s nothing to do between graduation and bar results!* Utilize this time well, setting yourself up to be in the best position possible when October comes. Reach out to your contacts and gain new ones through informational interviews and other networking activities. (See the CSO Networking and Informational Interview websites referenced in the attached resources handout). Offer to take on small projects for practitioners you meet with, such as drafting a memo or conducting a research project. You’ll gain more experience with and knowledge of a practice area, and provide a quality work product to a very happy attorney, who can become a strong ally in your job search and recommend you to his or her contacts. If you’re working as a law clerk at graduation, approach your employer about continuing in the position, keeping your legal skills sharp and current work on your resume. Volunteer with legal aid organizations, attend bar association events and courses, and polish your resume and cover letter.

- **Self-Assessment**

  Before you can begin sending out resumes and embarking on interviews, you need to know what you want to do and the type of work environment you prefer. Your educational and professional experiences have hopefully given you a sense of your strengths and weakness, and allowed you to develop some areas of interest. Use this information in developing your search strategy, but continue to conduct self-assessment to identify additional practice areas and settings that expand your job
search opportunities. Think of the skills and abilities you’ve gained through your experiences, and identify other practice areas where those skills make you a marketable candidate. If you’ve gained great client counseling skills working with distraught individuals in family law, consider immigration as another possible area, as these skills will transfer to working with clients seeking asylum. Working at a federal government agency allows the development of skills that will transfer to state and local government. Think broadly and identify additional opportunities to target in your search.

Continue to assess your options by researching new practice areas. A number of books and articles are available to you, such as *The Official Guide to Legal Specialties* by Lisa Abrams. Further this assessment by conducting informational interviews with practitioners, confirming the applicability of your skill set and learning more about the day-to-day practice in this area. Once you’ve identified new areas to explore, meet with your Career Counselor to further discuss these areas and develop targeted cover letters and resumes.

### Utilizing Resources

- **Partners in your job search: CSO Counselors, Alumni, and Networking Contacts**
  
  Your career counselor is here to assist you with all aspects of your job search. Meet with your counselor to develop a comprehensive job search strategy, and check in often during your search. The CSO is often contacted by alumni, faculty, and employers seeking graduates with specific criteria and interests. Your Career Counselor needs to know your employment status and the type of work you are seeking to be the best advocate for you when such positions arise. Keep in contact with your assigned counselor, and make sure your resume is updated in Symplicity so it can be searched easily for any possible connection with an opportunity. If you move out of the area/state, know that phone appointments are available; contact your counselor for more details.

  Additionally, alumni and other networking contacts are vital to a successful job search. Despite the numerous job postings sites and legal search firms available to employers, having a trusted colleague recommend a new hire is most frequently how new positions are filled. Reach out to your professors and previous employers; they know the quality of your work and can speak to your potential. They’re invested in you, and can be a great asset in your search. Expand your contacts by conducting informational interviews, and attending networking events. Don’t be put off when attorneys you meet comment on a difficult market or lack of opportunities; talk affirmatively about your search and your efforts to gather more knowledge about your areas of interest. Show a genuine interest when communicating with potential contacts, and offer your assistance on small projects.

- **Virtual & Real Life Resources**
  
  While the internet has some extremely helpful resources, don’t forget about in-person contacts and opportunities that can boost your job search. For example, attending a Continuing Legal Education (CLE) seminar expands your knowledge of a particular practice area, something that can enhance your resume, while putting you in the same room as attorneys practicing this law every day. Don’t forget to attend events at Chicago-Kent that bring practitioners on campus. For example, Alumni-Student ConneKtions Week is held every October, and features a number of ways for recent grads to get involved and meet other alumni, including an evening networking reception (see details at [www.alumni.kentlaw.edu/asck](http://www.alumni.kentlaw.edu/asck)).
Bar Associations provide ample opportunities to develop professional contacts and develop relationships, and have groups tailored to young alumni. For example, the Chicago Bar Association has a Young Lawyer’s Section that offers professional leadership opportunities, monthly get-togethers, and over 20 regular monthly meetings across practice areas. Recent graduates should also attend Chicago Bar Association Section Meetings, offered daily over the lunch hour in many practice areas, as these provide an opportunity to meet with experienced professionals in your areas of interest on a monthly basis. If you have ties to the suburbs or are looking to expand beyond Chicago, and thus increase your opportunities considerably, investigate suburban bar associations. For example, the Northwest Suburban Bar Association has a monthly “Pub Trawlers” event, where attorneys gather in a relaxed setting for free appetizers and drinks (visit the website for details). Unlike gatherings in the city, suburban bar association events are not as populated by recent graduates, giving you better access to experienced attorneys.

Business cards are a useful tool when attending bar association, CLE, and other networking events. A simple business card format can include your name, phone number and email, ordered at the local copy store for a very minimal cost. More elaborate cards can include your law school and undergraduate institutions, places you’ve clerked, interned and externed, professional associations, and languages spoken listed neatly on the back of the card. When meeting new people, offer your card as the conversation begins to wrap up, and the person you are speaking with is likely to do the same.

The attached Job Search Resources handout identifies a number of useful online resources. Among those to note are:

- Symplicity: search job postings, upload documents, and make appointments with your Career Counselor
  - Resources – Document Library
- Career Services Website
  - Information on Applications and Interviews
  - Out of State Job Search Guide
  - Links to other legal job search websites
- Chicago Daily Law Bulletin
- Chicago Bar Association website and career center
- Illinois State Bar Association website and career center
- American Bar Association website and career center
- Alumni Online Community
  - ASCK Week: Held in October every year
- Resume Books: exactly what it sounds like, a collection of resumes that can be distributed to employers on request. Our resume books collect the resumes of recent graduates with similar interests (e.g. immigration law, real estate law, or working in the northern suburbs). We notify employers who fit those criteria three times per year that the books are available for review. These books can also be used when an employer calls up our office looking for a particular type of candidate so that we can respond quickly and efficiently to employer requests.
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Application Strategy

- **Preparation, preparation, preparation!**
  
  Start early when preparing yourself for the job search process. Meet with your Career Counselor to discuss your strategy, and have your resume reviewed. As you continue to edit your resume, proofread closely and read the document backward to ensure it contains no mistakes. Draft a cover letter that outlines your skills and abilities that you can adapt later for specific applications. **NEVER USE A GENERIC COVER LETTER!** Employers receive dozens and dozens of applications for each job posting, and a letter that is not tailored to their firm/agency/organization makes it easy for them to cut that application from the stack; they won't look twice at the candidate. While you will likely use the same information in multiple cover letters, you must tailor each letter specifically to each employer and position.

  Identify a good writing sample to use, and edit and prepare it properly. (See the Writing Sample guide in the Symplicity Resources Section). Order some official transcripts from the Registrar and keep them in the sealed envelopes you receive them, making them readily available for any applications that require them. Prepare for the interview process by participating in a mock interview. These are offered via sign up several times per year by the Career Services Office, but can also be arranged with your counselor on an individual basis.

- **The Legal Job Search**

  **The Application:** When applying for a legal job from a job posting, circle or highlight all of the key skills the employer is seeking before you begin to draft your cover letter. As you pull your cover letter together, use topic sentences for each paragraph built around the skills the employer has identified as being essential, followed by supporting examples from positions you’ve had that touch on each skill. Employers are usually quite literal in their job postings. When they contact the CSO and discuss the skills they are looking for, they typically include in the job posting exactly what they seek. For example, if a job posting says that a sense of humor is important, then it is important to include a passing reference to having a sense of humor, which you could term as a positive attitude and friendly demeanor, somewhere in your letter. Hard legal skills, i.e. research, drafting, and courtroom skills, deserve to be featured in the topic sentences, but reserve a quick mention of softer, personality-based qualities if an employer mentions them in the post.

  Always personalize the cover letter, and include the name of the person you are addressing the letter to, along with their correct title and address. In the Symplicity Resources Section, you will find the “Chicago Area Law Firm List,” which includes a contact name, job title, and address for all the law firms in Chicago with four or more attorneys. If sending a letter to a small firm, review the firm website and use your best judgment when choosing who to address the letter to, focusing on a partner. When applying with a government agency or legal aid organization, Sullivan’s Law Directory, available in all law libraries and most law firms, may be able to provide you with an appropriate contact, as internet searches for government agencies generally don’t yield the names of individuals at those agencies. In short, do absolutely everything you can to ensure you address the letter appropriately. If all else fails, “Dear Hiring Partner,” is an appropriate way to address a law firm when information cannot be obtained. NEVER use “To Whom It May Concern” or “Dear Sir or Madam” to address a cover letter.
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Law Clerk Positions: Recent law school graduates will sometimes ask if it is appropriate to apply for a law clerk position, when what they really seek is a position as an Associate. The answer is, yes, unless the post specifically rules out recent graduates from applying. A common pattern in hiring, particularly for small firm employers, is to transition law clerks to Associate positions after law graduates are sworn in as attorneys in early November, or with the new fiscal year in January. Therefore, applying to be a law clerk is a good strategy to pursue, as you offer stronger skills and more experience than current law students who are applying, and if you obtain the position you will have current work experience for your resume. Small firm employers who cannot afford to bring on a new full-time Associate are often willing to do what they can to assist you in your job search, as they have become invested in your success. They may begin to pass you attorney work once you are licensed in November, and they may be supportive of you identifying yourself an Associate or Part-time Associate on your resume. This will give you a boost when applying with other law firms.

Reaching Out to Alumni: An additional strategy when applying for a position at a law firm is to reach out to Chicago-Kent alumni at the firm, apart from sending in an application to the hiring partner. Chicago-Kent alumni are often willing to put in a good word for a fellow graduate if they have some personal investment in you and trust that you are a strong recommendation who will not embarrass them. For this reason, it is critical to develop a strong web of connections and relationships across the legal community so that when you need a referral, you are much more likely to be able to obtain it. While an email to the alum about your interest in the firm and desire to learn more about the practice, with a link to your LinkedIn profile to provide them with some further information about you, is a good start, you need to have a common connection who acts as a reference for you, through a phone conversation or preferably an in-person meeting with that alum in order to obtain the recommendation. This may seem like a lot of work, but remember that you only need one job, and the more invested you are in seeking out a position, the more invested others will become in you. More specific advice on what to include in your message to the alumni can be found in the Networking website referenced in the attached resources handout.

Follow Up: You MUST follow-up on all applications that you send, unless a post specifically says, “do not call.” See the information below in the section on, “FOLLOW UP!”

- The Out of State Job Search
  Although many Chicago-Kent College of Law graduates stay in the Chicago after graduation, some consider practicing in another state. Job searching outside your current geographic area can be difficult, but there are number of resources available to assist you in the process. Your Career Counselor is available as well; appointments can be conducted via phone, and documents reviewed and revised via email. If you are considering this option, be sure to review the following resources:
  - **CSO Handout** on the Out of State Job Search: Available in the Symplicity Resources section
  - **BYU Intercollegiate Job Bank**: Job postings for recent law graduates throughout the United States provided by law schools through a centralized system. Chicago-Kent has a subscription to this resource, and the log-in information is available in Symplicity Resources.
  - **Reciprocity**: Reciprocity allows you to review online or in-person job postings from one law school in each legal market you are targeting. Reciprocity policies vary among law
schools, so investigate the policies of the schools in your target area, and consider seeking out a school that allows online/remote access to job postings. You may want to select a school that is similar to Chicago-Kent in terms of rank and practice areas that are of the most interest to you.

- **Alternative Careers**
  As with a legal job search, alternative careers should not be approached haphazardly, with grads applying for any and all positions they find. Focus your search, identifying areas outside the law where your skills and abilities would be an asset. Be prepared to educate professionals in other fields about the benefits a legal education brings, such as research, writing, and analytical skills, oral communication and advocacy, and client counseling/interpersonal skills. Directly address the transferable skills that a legal education brings in your cover letter, and express that you went to law school with a plan to use these skills in a sector other than the law. Reach out to professionals in the fields that interest you, particularly attorneys who have made a transition to the area. Attend the Alternative Careers Reception sponsored by the Career Services Office to expand your contacts outside the legal community.

When looking for positions to apply to, be sure to consult human resource pages outside the legal field, such as those for:
- Corporations
- Non-profit organizations
- Educational institutions
- Trade Associations, including Bar Associations
- LinkedIn/Monster/Career Builder/Idealist.org

- **Staying Active: Keep Your Legal Skills Sharp**
  - **Pro Bono**
    Having current legal work on your resume is important, and volunteering is a great way to keep your skills sharp and meet other attorneys, all while contributing to a valuable cause. It can also lead to employment; when a legal aid agency has an opening, volunteers stand out in the selection process. Attorneys who volunteer could also be looking for a new associate, and volunteering alongside them enhances your potential as a candidate. Almost every area of law has a corresponding volunteer opportunity; select those that best fit your targeted practice areas.

  - **Temporary Legal Placement Agencies**
    A number of recent graduates will send their resume to temporary legal placement agencies, seeking to do document review or other legal work. This can serve as an important way to earn money while seeking other employment; however, one of the common pitfalls with document review is that it can be mind-numbing and take up all of your time, making it difficult to keep on top of your legal job search in other respects. This does not mean that you shouldn’t apply with legal temp agencies, only that you should be cognizant of staying on top of your job search while working there.

A common misconception is that legal temp work is easy to obtain. This is not necessarily true, particular for those who have not worked on a document review project previously. For
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this reason, when you send your resume to legal temp agencies, it is important to make follow up calls to the agencies, expressing your strong interest in working with them. Your resume will go into a large resume bank when you send it in, and without previous document review experience, the legal recruiter at the agency may not find your resume when they do a search of the available resumes. Your phone call can make the difference in getting you noticed. With agencies, it is also very important to be flexible and available when they call you in for a job, and to accept the job, even if it is a one day receptionist job at a firm. As with any employer, once they know you are reliable, available, and professional, they will work with you to find you better assignments. While document review rarely leads to full-time legal employment, on occasion assignments are available that have long-term prospects, and it is a good idea to know the recruiters and make a strong positive impression. Please see the attached list of temporary legal placement agencies in the Chicago area.

- The Informed Job Seeker: Legal News
  It’s important to stay on top of the hot topics in your areas of interest. Read legal publications, and pay attention to the attorneys mentioned in the articles; they are creating a buzz in the field, and could be valuable networking contacts. Some helpful publications include the ABA Journal, Chicago Daily Law Bulletin, and Crain’s Chicago Business. Also, set up Google News alerts to get news on attorneys, firms, and topics that interest you.

- Organize & Reassess
  - Keep track of your job search activities.
    Organization is key in your job search. Approach your search as you would an assignment, keeping meticulous records and managing all the information efficiently. Spreadsheets tracking your activities are particularly helpful. Make one for any job postings you apply to, contacts you make, and events you attend. (See the Job Search & Networking Logs in the Symplicity Resources Section). Set reasonable goals for yourself (e.g. “Apply to 4 job postings this week”; “Email 3 attorneys this week to ask for informational interviews”) and use these spreadsheets to track your progress.

  Make sure all information about you is up to date. Update your resume as you participate in new volunteer opportunities and complete CLE courses. Keep your LinkedIn profile up to date; this is an easy way for employers to access information about you, and you can expand on your skills in ways not possible on your resume. Be sure your profile is appropriate and free of grammatical and spelling errors. Your online presence at this and other sites is part of your professional reputation, something you should guard closely now and throughout your career. Don’t let your online pages lead to any doubt about your qualities as a professional.

- FOLLOW UP!
  Sending a job application or getting someone’s business card at a networking event isn’t enough. It’s important to follow up on your activities for the best chance of success. Contact an employer 7 to 10 days after submitting an application to insure your documents were received. Call the employer to do so, using this as an opportunity to restate your interest in the position, and inquire as to the state of the hiring process (EXCEPT if an employer’s posting states “NO PHONE CALLS”). Continue to follow up regularly after this, using the employer’s response to your inquiry to determine the appropriate time to do so.
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Follow up with contacts is critical for developing meaningful relationships with practicing attorneys. After meeting someone at an event, consider asking for an informational interview. Remind the person of who you are, and where you met. After an informational interview, think about creative ways to stay in touch with this contact. Set up Google news, Lexis and Westlaw alerts for the contact’s name or the firm/agency/organization where they work, and check Law360 for similar news. When you learn of a personal or firm accomplishment through these sources, send a congratulatory email. Monitor legal publications, and send interesting articles to your contacts, or alert them to upcoming CLE classes they might find useful. You can also update them with regard to your status in school/bar status, academic accomplishments, and other life events.

- **Determine progress and adapt as necessary.** Use the information on your spreadsheets to determine your progress thus far. Do you need to apply to more jobs per week? Have you developed enough networking connections in a particular area? Are there more or different events you could be attending to expand your reach within a particular sector? Evaluate your work and develop a plan to address any of these issues. Meet with your Career Counselor to detail your progress and brainstorm additional strategies.

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**Keep the Job Search in Perspective**

Unfortunately, a job search can be a frustrating and discouraging process. Don’t take the lack of interest or an offer from an employer personally; you can’t know the reasons behind an employer’s decision. Don’t let the search consume you; maintain a balance between your job search and your everyday routine. Consistently remind yourself of your strengths, skills, and accomplishments, and pursue creative and relaxing outlets to keep yourself motivated. By following the advice outlined above and making use of all the resources available to you, you will find gainful employment.
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Job Search Resources
for Chicago-Kent 2013 Graduates

The Chicago-Kent Career Services Office provides a wide-range of resources and services to our recent graduates and we’re committed to helping you. Please see below.

1) The Basics

Symplicity
https://law-kent-csm.symplicity.com/students
Symplicity is your one-stop-shop for job postings, appointments, resume books, and all CSO password protected resources. Your username is your kentlaw email address, unless you’ve updated this with a non-kentlaw email address. Your kentlaw email address will be changed once we receive that from your graduation survey, if you don’t change it yourself in Symplicity. Your password is the same one that you have been using. Should you forget your password, please click on the “Forgot My Password” tab at the top of the screen and it will be emailed to you. If you have any problems, please email kentcso@kentlaw.iit.edu or contact the CSO at 312-906-5200.

Make an appointment
Log-in to Symplicity, click on “Request and Appointment” in “Career Tools & Advising” on the opening page. Click on the name of your career counselor, click on the date you want to come in, select an available appointment time. If you have a problem using Symplicity, please send an email to kentcso@kentlaw.iit.edu, include your name, class year, and some times and days you are available to meet or call 312-905-5200.

Put your Resume in the Resume Books: beginning in Late April
If you haven't been participating in our resume books, you should be! Employers often use these books to find candidates instead of posting a position: not having your resume in these books means missing out on potential job opportunities! Participation in these books must be renewed each semester, so be sure to opt-in for summer, fall, and spring. To place your resume in the resume books, first make sure you have an updated resume in Symplicity. Then, click on the “Documents,” tab in, and then “Opt-in Resume Book.” In the next screen, select the "Opt-in Resume Book" button underneath the resume you wish to use. You can put your resume in up to 3 practice area books, and as many geographic area books (including Chicago suburbs) where you are sincerely interested in finding a position. The post-graduate resume book upload will start in late April, and we will send a message out to employers that they are available on approximately May 21st (the day after you graduate!). You can opt-in at any time, but we receive the most requests for resume books immediately following this email, so be sure to opt-in before this date!

Update your Resume to Reflect Your Current Graduation/Bar Exam Status
Be sure to update your resume during the coming year to reflect your current status with respect to graduation, and the bar exam. These should be added in a “Bar Admission” section or placed prominently (centered and bold) under your contact information at the top of the page and above the education section. (i.e. Sitting for the Illinois Bar Exam, July 2013; Sat for the Illinois Bar Exam, July 2013; Passed the Illinois Bar Exam, July 2013; Licensed Attorney, State of Illinois, November 2013. For more examples: http://www.kentlaw.edu/depts/cso/handouts/alum_legalres.pdf

Career Updates for Recent Graduates Newsletter
You will automatically be subscribed for this bi-weekly newsletter from the Career Services Office at graduation, and will receive it every two weeks. Attached to the newsletter you will find recent job postings, and inside, you will find Resources; Career Opportunities; Volunteer Opportunities; Networking; and News. Generally, it will come to you every other Friday, from your career counselor.
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Password Protected Resources
All resources that our office subscribes to that require a password are available under the “Resource” tab in Symplicity. Log-in to Symplicity, and click on the “Resource” tab. Resources include: BYU Intercollegiate Job Bank (job postings from other law schools); Chicago Area Law Firm List (all law firms with 4 or more attorneys in Chicago); Environmental Law Jobs; International Career Employment Weekly; and many more.

2) Social Media

CSO Blog
If you have questions about how to answer specific interview questions, how to effectively network, how to use social media to find a job, where to volunteer while looking for a job, and any related job search concerns, be sure to check out the CSO’s blog at http://kentlawcso.blogspot.com/. Recently optimized to include a search function, the blog is a warehouse of tips and tricks to help students and alumni develop a more efficient and effective job search strategy.

LinkedIn
As frequently imparted by the CSO, all students and alumni should maintain an active profile on LinkedIn. In addition to your personal profile, please join the official Chicago-Kent group; the official page includes discussions about C-K events, alumni in the news, and more. In addition, if you would like to network with alumni specifically for job search purposes or if you have any job search questions, concerns, or requests that you would like to discuss with Chicago-Kent alumni and students, join the CSO’s new LinkedIn group.

CSO: http://www.linkedin.com/groups?gid=4863939&trk=myg_ugrp_ovr

Facebook
Both the CSO and the Alumni Office use Facebook to pass along information about job opportunities and networking events to students and alumni. In addition, the CSO incorporates job search tips, industry news, and judicial/fellowship opportunities via its Facebook page. Be sure to ‘Like’ both groups at:

CSO: https://www.facebook.com/ChicagoKentCSO
Alumni: https://www.facebook.com/ChicagoKentAlum?fref=ts

Google +
The CSO recently created a Google+ page specifically to post job opportunities on social media while simultaneously hiding those opportunities from the public (and the competition!). Although some basic content will be made public, the majority of posts will be targeted to each individual based on year of graduation (which we will determine after you follow the page). In this way, alums aren’t reading about 1L opportunities and vice versa! To keep up to date on those postings, follow the CSO at:

CSO: https://plus.google.com/u/0/b/106036523997484645136/106036523997484645136/about
3) Additional

Legal Job Websites
http://www.kentlaw.iit.edu/depts/cso/handouts/legaljobswebsites.html

CSO Networking Webpage
Need help reaching out to others, read: http://www.kentlaw.iit.edu/depts/cso/handouts/networking.html

Access the Alumni Directory
Chicago-Kent has an Alumni Directory populated with alumni who have opted to serve as a Career Advisor. If you’re logging in for the first time, go to: www.alumni.kentlaw.edu, and click on the “Alumni Directory,” at the top. Problems logging in: alums@kentlaw.iit.edu or call (312) 906-5240.

Use Martindale.com
You can use www.martindale.com to locate C-K alumni. Do an “advanced search” which allows you to search for Chicago-Kent alumni by practice area all over the country. Please note that firms and individuals pay to be on this website so you will not find all Chicago-Kent alumni here.

Illinois Attorney Registration / Sullivan’s Law Directory
All Illinois Attorneys are registered at www.iardc.org, and if they have ever had disciplinary action against them, you can find that out at this website; all attorneys in Illinois are in Sullivan’s Law Directory, available in hard copy in most law library’s and in the career services office; very helpful at identifying lawyers working at Government Agencies (federal, state, local, city); Corporations, and Legal Organizations.

Keep Current on Legal News
ABA Journal: http://www.abajournal.com
Jobs Journal: http://www.jobsjournal.com

Instructions for accessing on-line CSO Videos
All CSO programs are videotaped! Available here: http://www.kentlaw.iit.edu/career-preparation/career-services/programs-and-videos username: videos; password: kentlaw

Bar Associations & CLE Classes
Bar Associations are one of the best ways to network and should be utilized extensively throughout your legal career to meet new people and stay on top of the latest practice developments in your area of law. Many bar associations host social events, seminars and other occasions where you can meet practicing attorneys. For example, the Chicago Bar Association (http://www.chicagobar.org) has practice groups in practically every area of law that meet monthly throughout the year at noon to discuss the latest legal developments in those areas.

For a list of bar associations locally, nationally, practice area, and interest group visit our list here: http://www.kentlaw.iit.edu/career-preparation/career-services/students/career-strategies/bar-association-links

Chicago-Kent has vibrant CLE programs, often reduced-cost or free to Kent students and graduates: http://cle.kentlaw.edu/
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CHECKLIST FOR GRADUATE JOB SEEKERS

✓ Schedule an appointment with the career services office to go over job search strategies, options, resumes, cover letters, and resources.

✓ Create resumes and cover letters that really convey your skills and strengths. Have a CSO staff member and other friends/family/colleagues check it over and provide feedback.

✓ Check the Symplicity Job Posting System on a regular basis. You may also want to use job postings from the Chicago Daily Law Bulletin, Illinois State Bar Association, the BYU Intercollegiate Job Bank for posts from other law schools (there are also other commercial sites).

✓ Network with relatives, friends, classmates, professors, attorneys. Although contacts may not have the ability to offer you jobs, they may open doors for potential jobs or introduce you to the person making the hiring decision. Remember to ask for referrals to other practitioners to further expand your network. Use Linked In and CK Alumni Directory to assist.

✓ Keep your LinkedIn page up to date, and use the “search” feature on LinkedIn to find attorneys who are working at places that interest you for informational interview purposes.

✓ Contact professors and previous employers to discuss job leads, options, contacts, and feedback on your job search. Be sure that everyone has your most recent, updated resume.

✓ Set networking goals i.e. I will have one informational interview with a Chicago-Kent alumni or legal practitioner every week.

✓ Utilize www.martindale.com to tailor job searches for firms of various sizes, and to locate Chicago-Kent graduates in Illinois and abroad.

✓ Join bar associations such as the CBA, ISBA, ABA, and other local bar associations for networking purposes and professional development opportunities.

✓ Be helpful, friendly and engaged when you meet new attorneys; offer to assist with a project, be a resource, colleague and friend. Opportunities tend to flow toward those who demonstrate a positive and interested attitude.

✓ Read legal (ie. Law Bulletin, National Law Journal) and business publications (ie. Crains, Wall Street Journal) from around the country and the geographical area you are considering to learn about the legal market and the business climate that affects the legal market.

✓ Contact temporary legal placement agencies for temporary work while you are seeking a full-time position. If working in document review, stay engaged in looking for other opportunities.

✓ If you are seeking a position outside of Illinois, start checking the BYU Intercollegiate Job Bank, available in the Document Library of Symplicity; review the Out of State job search web page, and contact your career counselor about your job search strategy and alumni contacts in other markets.

✓ Attend CLE events to learn more about the areas you are interested in and to network with practicing attorneys

✓ Be organized and keep good records of whom you have contacted, when to follow up and results of these contacts.

✓ Reassess your progress as the search continues. Use the CSO to determine potential problem areas and help get your search back on-track.