WESTERN STATE COLLEGE OF LAW
Career Resources Department

1L CAREER DEVELOPMENT PLAN

FIRST SEMESTER
> Link your student e-mail account to your phone and primary e-mail accounts
> Become familiar with student communication channels (Banner, Twen)
> Make sure that online social network pages (Facebook, Twitter) and voicemail greetings are employer-ready and employer-appropriate
> Attend at least one student organization event
> Attend two (or more) presentations and workshops offered by Career Resources
> Look for networking opportunities offered through the Orange County Bar Association (OCBA)
> After October 15, schedule your appointment to meet with Career Resources to:
  › Register for Symplicity (Western State’s career database)
  › Complete the “Main,” “Profile” and “Account” sections
  › Have your resume reviewed and approved (“certified”) on Symplicity
  › Plan short-term and long-term career goals

WINTER BREAK
> Update your resume with first semester accomplishments and memberships
> Start a target list of potential areas of practice, law firms, and organizations to explore
  › Include these in your Symplicity account profile
> Check new job listings on Symplicity for employment and internship opportunities (Spring and Summer)
> Visit the Career Resources Library (Main Library, ground floor) for career-related resources

JANUARY AND FEBRUARY
> Look for notices of Career Resources workshops, on-campus interviews, fellowships and other events
> Considering an externship or clinic experience for your 2L or 3L year? Make an appointment to review requirements with the following professors:
  ▪ Criminal Law Externships: Professor Robert Molko
  ▪ Civil Law & Judicial Externships: Professor Stephen Chavez
  ▪ Immigration Clinic: Professor Jennifer Koh
> On-campus interviews will be scheduled Spring semester for summer opportunities
> Attend one on-campus and one-off campus event to take advantage of networking opportunities
> Plan your 2L class schedule with career goals and externship prerequisites in mind

MARCH AND APRIL
> Attend one (or more!) networking events with local Bar associations
> If you are interested in public service opportunities, register with PSLawNet (www.pslawnet.org)
> Prepare your interview outfit: professional business suit, shoes, accessories and portfolio
> Order business cards through the Career Resources; allow 10-14 days for delivery
> Coordinate with a faculty member to create an exceptional writing sample

SUMMER MONTHS
> Update your resume with awards, class rank, and student organization involvement
> Add updated information to your LinkedIn profile and add at least 10 new connections