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# WESTERN STATE COLLEGE OF LAW

## *Career Resources Department*

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### **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](http://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