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**WESTERN STATE COLLEGE OF LAW**  
*Career Resources Department*

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**3L CAREER DEVELOPMENT PLAN**

FALL SEMESTER

- > Update and prepare your resume, reference list, writing sample, and unofficial transcripts
  - > Forward to Career Resources for posting onto Symplicity
- > Look for notices of upcoming job fairs and other career events
- > Check requirements and deadlines for the MPRE and Moral Character Application
- > Update your job search alerts on Indeed.com and USAJobs.gov (Federal government positions)
- > Visit the Career Resources library (Main Library, ground floor) for an array of career-related resources
- > Thinking of a Spring externship? Join the Mandatory Meeting scheduled for the second week of class

WINTER BREAK

- > Update your resume with new law school achievements, class rankings, and student organization involvement
- > Forward your updated resume to Career Resources for posting onto Symplicity
- > Check new job listings on Symplicity for employment and internship opportunities
- > Review your online social network pages (Facebook, Twitter, etc.) to make sure postings are employer appropriate

SPRING SEMESTER

- > Attend one or more networking events, both on-campus and off-campus
- > Look for notices about Public Service Week and other on-campus happenings
- > Update your LinkedIn profile, including a current professional photo
- > Continue building your professional wardrobe: business suits, shoes and accessories to wear on interviews and for a full-time legal positions

MAY AND JUNE

- > After finals, and before Bar exam studies, take a moment to update your resume and LinkedIn profile by changing your status from “anticipated graduation” to “May 2015”
- > Prepare final transcript copies for submission to job openings available through Banner in PDF and hard copies
- > Schedule an appointment for August (post-Bar exam) with Career Resources
  - > Or sign-up in the red appointment notebook on the reception counter in the Admissions Office
- > Most importantly: focus on studying for the Bar exam. This is your Top Priority!

AUGUST

- > Take a week or two after the Bar exam to celebrate, recover and renew relationships with friends and family members
- > Meet with Career Resources to update your resume and prepare copies of your final transcripts and writing sample
- > Start your Bar Waiters Job Search program
- > Set-up Indeed.com alerts and continue checking Symplicity for new opportunities
- > Take advantage of local Bar association events and WS alumni mixers to meet new people
- > Considering a job out of state? Reciprocity is available through most ABA-approved law schools
- > Your access to Symplicity stays with you for your entire career, so use it as a resource for any career transition points. Be sure to keep your contact information updated: e-mail address, and practice area specializations