

The 1L Checklist

The following is a checklist and timeline of career related activities you should consider during your first year. This list is not exhaustive; each career path is unique. We are available to visit about any of the programs listed and to help plan a more individualized approach to career planning.

The Career Development Office presents career education programs throughout the year that expose students to various types of traditional and nontraditional opportunities available in the workplace. Whenever possible, the presentations are recorded and made available for student review at <http://www.law.uh.edu/career/student/cdcp.html>.

Fall



October

- Attend SBA Career Week
- Attend First Year Initiative Session

November

- Attend Resume Writing Workshop
- Meet with Career Counselor to receive Symplicity (job bank) password
- Research/Brainstorm on Summer Employment Opportunities
- Prepare Resume and Schedule Appointment with Career Counselor for Review
- Attend HBA 1L Minority Program

December

- Apply to Large Firms - Employers are not allowed to consider student resumes until December 1st.
- Make changes/polish your resume based upon counselor feedback.
- Register and Apply for UT Public Service Job Fair (over holiday break)
- Watch Career Development 1L Webinar (webinar will be emailed to you)
- Prepare Applications for Summer Judicial Internships (to intern as a volunteer or for academic credit). Your applications will include your resume, transcript, cover letter and writing sample.
- Prepare your writing sample (10 pages). You can use an excerpt from your LRW Memo.

Spring



January

- Apply for Judicial Internships no later than 3rd week in January. Applications should be submitted as early as possible. Students can choose to send an application prior to complete grade release, but most judges will ask you to follow up with your 1st semester grades/ranking.
- Participate in Mock Interview Program
- Attend UT Public Service Career Day
- Apply to HBA Minority 1L Program
- Throughout the semester watch for opportunities to meet attorneys through HYLAH, TYLA, HBA, State Bar Association and other organizations.
- Watch for opportunities to participate in Regional Job Fairs

February

- Attend the UHLC Government and Public Interest Table Talk
- Register for Chicago Patent Job Fair
- Arrange Placement for Fellowships/Externships and apply for course credit or fellowship

March

- Apply to UHLC Summer Public Interest Fellowship Program
- Review Employers and bid for interviews for Spring OCI
- Watch notices for Resume Book Opportunities and other Regional Job Fairs

April

- Apply for summer law clerk positions for mid and small size firms (through targeted mailing or as posted on Symplicity)
- Attend OCI Information Session
- Stay (or get) on track for summer and 2L year - Meet with Career Counselor
- Respond to surveys about where you will be this summer – and follow up surveys about your summer experience.

Summer



Actions

- Be sure to provide an updated resume, current telephone number and address to the Career Development Office
- Obtain transcript, create a Word file, and upload to Symplicity
- Review/revise writing sample (10 pages)
- Attend Summer Saturday (a workshop on all things careers)
- Bid for On Campus Employers
- Update your Symplicity Profile in preparation for summer job fairs and OCI
- Research Government Honors Programs

Register/Apply and Attend Summer Job Fairs (held in summer or early fall)

- Southeastern Minority Job Fair, Atlanta (August)
- Southeastern Intellectual Property Job Fair, Atlanta (August)
- Texas in Washington (August)
- Sunbelt Minority Job, Dallas (September)
- Impact Career Fair (September)
- Lavender Law Career Fair & Conference (Sept/October)