



# Career Development Office

*School of Law*

**UNIVERSITY OF GEORGIA**



**1L CAREER TOOL KIT**

2018-2019

Also available in CDO E-Learning Commons



## Welcome to the University of Georgia School of Law!

The mission of the Career Development Office (CDO) is to provide you with tools you need to maximize your marketability and success in today's competitive legal job market.

CDO works individually with each student to design and execute a personalized career development plan. Here are a few things to keep in mind as we begin working together:

- CDO presents Professional Development programs and career training events to help you understand the legal profession and hiring, and to connect you to alumni, special guests, and employers.
- CDO staff is a great resource for charting your career path. The office provides myriad services including strategizing for a job search, refining resumes and cover letters, improving interview skills and expanding and leveraging your personal and professional network. This is only a small sampling of the services the office provides.
- CDO makes resources available to you via Symplicity and UGA's E-Learning Commons. One of your earliest career training sessions will help you navigate these resources.
- The Career Resource Center (in room 127 near the vending area) provides a career resource library and handouts, as well as snacks. Students are welcome any time!

### Today's "To Do" List:

1. Complete and submit the online business card and nametag form:  
<http://www.law.uga.edu/business-card-nametag-information>
2. Sign, date and turn in your Student Professionalism Contract.
3. Memorize the name and face of your section's assigned career counselor.
4. Note the times and dates of your section's 1L career training sessions; add these to your calendar now.

Take advantage of all of the CDO resources and services early and often to make the most of your law school experience. We look forward to working with you. The CDO helps all law students with their career planning and professional development needs. We help students develop and expand the skills needed to obtain externships and employment during the summer, the school year and after graduation. Additionally, we help students develop a strategy designed to reach long-term career goals. This booklet provides a small sample of the many offerings and resources CDO provides students. We encourage you to explore as many of them as possible!



## CONTENTS

Five Ways the Career Development Office Can Help You.....	1
Meet the CDO Team.....	2
Professional Outreach Support.....	7
Business Cards.....	7
Activities and Memberships.....	7
LinkedIn Group: Georgia Law Career Resource Project.....	8
Law Dawg Career Connect.....	8
Professional and Career Development Information Sessions .....	9
1L Career Training Programs.....	9
Career Information Programs.....	10
Employer Visits .....	10
Interview Opportunities for First-Year Students.....	11
Equal Justice Works Career Fair & Conference.....	11
Diversity Summer Clerkship Programs.....	11
On-Campus Interviews .....	11
Georgia Public Sector Career Fair .....	11
First-Year Career Development Timeline.....	12
September and October.....	12
November.....	12
December.....	12
Winter Break.....	13
January.....	13
February .....	13
March.....	14
Spring Break .....	14
April.....	15
May.....	15
Student Career Development Contract.....	16



## FIVE WAYS THE CAREER DEVELOPMENT OFFICE CAN HELP YOU

- 1) **1L Professional Development Sessions:** All 1Ls are expected to attend the 1L professional development training programs. 1Ls are also welcome to attend many targeted career information sessions; visit the website, check Symplicity, pay attention to e-mail messages, and read the CDO newsletter to stay aware of CDO events and news. The fall schedule is included at the end of this booklet.
- 2) **Career Advisement Sessions:** Individual sessions are by far the most important and most valuable resource the CDO offers. CDO counselors are experienced with creating individualized career strategies for students. Even students with prior work experience will benefit from counseling sessions designed to focus on the nuances of the legal job search.
  - During fall semester, each 1L will have two individual career advisement sessions: a session to discuss career goals and to practice outreach; and a resume and cover letter review meeting.
- 3) **CDO Online:** CDO primarily utilizes two online platforms to assist you in your job search:
  - E-Learning Commons, which allows you to join career interest groups, and provides ongoing information to assist you as you develop and meet your career goals;
  - Symplicity, which enables you to learn about specific employers, apply for jobs, maintain a file of your personal job search documents, and sign up for career information sessions.Additionally, you will want to watch for the CDO Newsletters (delivered to you via email).
- 4) **Headquarters:** The Career Development Office is open 8:00 to 6:00 on weekdays, so stop by and browse our resource library or ask a question. Alternatively, feel free to grab a popcorn snack or just re-charge on the couch. The better we know you the better able we are to recommend you to employers. Become a CDO regular so you can better develop relationships with us and other students.

## MEET THE CDO TEAM

CDO Location: 1<sup>st</sup> Floor, Hirsch Hall

CDO Resource Room and Conference Room: Room 127

General CDO email: [cdo@uga.edu](mailto:cdo@uga.edu)

Office phone: 706-542-7541

Web: <http://www.law.uga.edu/career-development>

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### **Kenny R. Tatum, Senior Director**

[kratum@uga.edu](mailto:kratum@uga.edu) | 706-542-6893 | Room 104

Kenny R. Tatum joined Georgia Law in 2015 as the senior director of the Career Development Office, where he oversees the law school's legal career services and professional development programs.

He previously served as assistant dean of career services at the Indiana University Maurer School of Law and the Penn State Dickinson School of Law. He was also the director of lateral recruiting & diversity strategy for Womble Carlyle Sandridge & Rice. While at Womble Carlyle he was based in the law firm's Atlanta, Georgia, office and was responsible for directing the lateral recruiting and diversity efforts for the firm's 11 offices. Additionally, Tatum has experience recruiting attorneys for law firms and corporate legal departments as the owner and lead recruiter for Diversity Legal Recruiting from 2002 to 2006. Early in his career he practiced law as a corporate associate for Hunton & Williams in Atlanta and Foley & Lardner in Milwaukee, Wisconsin.

He earned his B.A. cum laude from Morehouse College in Atlanta and his J.D. cum laude from the University of Illinois College of Law in Champaign, Illinois.

*"I'm fortunate to work with a team of people who truly care about our students and who often go above and beyond their job descriptions to ensure our students find success. This is my third law school so I know how career services can go wrong. I'm proud to be in a career services office that welcomes feedback from students and is not satisfied with the status quo. As corny as it may sound, I love it here!"*

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### **Kristin Strunk Lowry, Associate Director, Small Firm & J.D. Advantage Career Advisor**

Counselor for Section Y

[klowry@uga.edu](mailto:klowry@uga.edu) | 706-542-5154 | Room 105

Kristin Strunk Lowry joined the law school as an assistant director of career services in July of 2012 and became an associate director in April 2013. She is responsible for providing individualized career counseling to students at all levels of law school, as well as alumni; engaging in employer outreach and the promotion of the school and its graduates in markets in the Southeast and beyond; organizing and promoting the law school's participation in off-campus interview programs; and advising students on J.D. Advantage opportunities and opportunities in small firms. Additionally, she leads the office's efforts in its Atlanta campus programming, including its regular speed networking events.



Previously, Ms. Lowry practiced as an associate at Hatcher, Stubbs, Land, Hollis, & Rothschild in Columbus, GA, handling litigation matters, principally in the area of medical malpractice defense. She also clerked for Judge H. Patrick Haggard of the Georgia Superior Court for the Western Judicial Circuit.

Ms. Lowry earned her undergraduate degree in international business with highest honors from Auburn University and her law degree from the University of Georgia School of Law.

“I want students to feel comfortable coming to my office to drop by and chat about anything from career aspirations to adjusting to law school life. Law school is tough, and I want my students to know that I’m in their corner.”



**Tony Waller, Associate Director, Public Interest Career Advisor**

Counselor for Section Z

[twaller@uga.edu](mailto:twaller@uga.edu) | 706-542-5163 | Room 107

Anthony E. “Tony” Waller joined the University of Georgia School of Law in 2015 as the Career Development Office’s public interest and government employment specialist. He is responsible for advising students and alumni on public interest and governmental employment, as well as ensuring employers in those practices have access to Georgia Law students.

Prior to coming to Georgia Law, Waller was the chief executive officer and executive director of Children First, a non-profit organization in Athens, where he successfully developed a year-end campaign that raised over \$10,000, developed and adopted a three-year strategic framework with his board and represented the organization by speaking to civic groups and social service organizations in the community. He also served as the assistant dean for career planning and professional development at the University of Illinois College of Law, where he built and maintained relationships with alumni, employers, local and university community members and other stakeholders to develop employment opportunities for students and alumni. He has also previously served as the associate director of career services at Georgia Law.

Waller is actively involved in the National Association of Law Placement, having served as a member of the Board of Directors, as vice chair of the Nominating Committee and the Conference Planning Committee, as well as a member of the Technology Resource Group and the By-Law Review Committee. He is currently chair of the JD Advisors Section. He is also active in the community, serving on the Colham Ferry Elementary School and Oconee County Middle School PTO boards, as well as the Oconee County Superintendent Parents Council.

Waller earned his bachelor’s degree cum laude in agricultural economics and his law degree from UGA.

“Working to help make the dreams of UGA Law students happen is my jam. After 13 years doing this, it remains a huge thrill seeing a student walk up with a smile to tell me they got that position.”

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**Laura E. Woodson, Associate Director, Judicial Clerkship Advisor**

Counselor for Section X  
[lwoodson@uga.edu](mailto:lwoodson@uga.edu) | 706-542-4832 | Room 106

Laura E. Woodson joined Georgia Law in 2014 as an associate director of career development. She is responsible for promoting, advising and preparing students to apply for post-graduate judicial clerkships; outreach to state and federal judges participating in part-time externship programs and the Atlanta semester in practice; engaging in employer outreach and the promotion of the school and its graduates in markets in the Southeast and beyond; and providing general career counseling and guidance to students. While she has primary responsibility for clerkships, she works closely with and advises all students in taking ownership of their career paths and improving their job searches and networking skills, without regard to their practice area interests or employer types.

Prior to coming back to her law school alma mater, Ms. Woodson practiced bankruptcy and insolvency law in Atlanta for 24 years. She focused primarily on corporate bankruptcy and financial reorganization, representing business debtors, trustees, official bankruptcy committees and creditors over the course of her career. She worked in both the government and private sectors, including several years with the United States Trustee Program (within the Department of Justice) and at large and small firms in the Atlanta area, including Smith, Gambrell & Russell and most recently Scroggins & Williamson. She also worked for approximately 18 months as a legal recruiter.

Ms. Woodson earned her bachelor's degree from the University of the South in Sewanee, Tennessee and her law degree from the University of Georgia School of Law, where she was a Notes Editor for the Georgia Law Review.

*"I use what might be characterized as a no-nonsense approach to help our students rise to the expectations of the legal community and, most particularly, judges. I think most students will sense quickly that this approach arises from my deep dedication to helping our students achieve their goals and advance in their careers."*



**Beth Shackleford, Director, Student Professional Development**

[elshack@uga.edu](mailto:elshack@uga.edu) | 706-542-5156 | Room 127

Beth Shackleford began serving as the law school's first director of Student Professional Development in 2010. Prior to this appointment, she worked in legal career services and legal recruiting for 27 years.

Shackleford draws on her extensive contacts throughout the profession as well as her event designing expertise to provide support to students in developing core skills. Her event planning experience in providing multiday educational programming for groups up to 1,300 participants enables her to organize a full range of professional development opportunities for law students. She has published and presented on numerous legal career topics.

Additionally, Shackleford assumes primary responsibility for career resource development for the law school. Currently, Shackleford serves on the national editorial board for PD Quarterly along with law school faculty and

law firm professional development directors from across the country. She has served numerous national-level leadership roles in the field of career development for lawyers.

In 2006, Shackleford was honored with the prestigious Association of American Law Schools' Kutulakis Student Services Award. She earned her bachelor's degree in political science from Agnes Scott College and later received a certificate in mediation from The Settlement Institute in Atlanta, Ga. Actively involved in the community, she has served on several boards of nonprofit organizations.

*“Working with bright and creative law students is a joy! I especially applaud the variety of career goals our students bring, and love working with you and with our student organizations to provide key information to support your career dreams.”*



**Ebony Mobley, Employer Relations Manager**

[EBONY.MOBLEY@uga.edu](mailto:EBONY.MOBLEY@uga.edu) | 706-542-4361 | Room 108

Ebony Mobley began serving as the University of Georgia School of Law’s employer relations manager in 2018. In this Career Development Office position, she cultivates relationships with and between employers, the law school and law students to maximize student employment outcomes. This includes assisting with judicial clerkship and public sector employment strategies, increasing the law school’s visibility with these employers and training students to create successful application materials. She also manages off-campus interview programs and employer-related data.

Previously, Mobley worked as a program coordinator at the Emory University School of Law Center for Public Service, where she specialized in judicial clerkships and public interest related employment. She was also a recruitment administrator for The Ohio State University Moritz College of Law managing on- and off-campus interview programs and providing career counseling.

Mobley earned her bachelor's degree in strategic communication from The Ohio State University and her master’s degree in management from Ohio Dominican University.

She is a member of professional organizations such as the Georgia Appleseed Young Professionals Council, the National Association for Law Placement, the Atlanta Bar Association and The Ohio State University Alumni Association.

*“By creating new opportunities with prospective employers and strengthening existing networks, my goal is to maintain positive professional relationships for the benefit of our law students. Whether you are interested in public sector or private sector work, there are countless ways to imbed public service into your legal career. My passion for public service is built on a foundation rooted in volunteer work and community outreach. I believe that our work reflects who we are!”*



**Laura M. Roqueta, Student Engagement Coordinator**

[lauraroqueta@uga.edu](mailto:lauraroqueta@uga.edu) | 706-542-9737 | Room 127

Laura M. Roqueta joined the University of Georgia School of Law as its student engagement coordinator in 2018. In this Career Development Office position, she drafts student newsletters, assists with professional development events, and distributes resources and CDO related information.

Previously she worked in advertising and social media in Puerto Rico. At AGS Medical Billing, she was a social media coordinator and billing specialist. She also worked for Hip Hop Fashion Boutique as their social media manager and customer service specialist, where she sought to expand the company's online image by overseeing its digital advertising campaigns and managing its Facebook and Instagram accounts.

Laura earned her Bachelor of Arts in public relations and advertising from the Universidad de Puerto Rico in 2017. While studying, she participated in a student exchange program at the Universidad Complutense de Madrid in Spain.

She is fluent in Spanish and English.

*"I am excited to be part of the Law School community. You might find me for information on CDO events, interview travel reimbursements, or just to grab some candy and chat. I look forward to meeting you all."*



**Robbie Eddins, Interview Coordinator**

[eddings@uga.edu](mailto:eddings@uga.edu) | 706-542-7568 | Room 110

Robbie Eddins joined Georgia Law in 1993 and currently serves as the Interview Coordinator for the Career Development Office. In her current position, she manages all on-campus interview programs and job postings. She works with employers in many aspects of their recruiting process, and she assists students with scheduling, technology and other issues related to their job searches. She has primary responsibility for managing the Department's use of the Symplicity database.

*"Hopefully, I'm the one in the CDO you won't be seeing often. I stay busy behind the scenes, and mostly behind a screen, to make sure all things CDO are running smoothly. When needed, I problem-solve Symplicity, interview scheduling, and other administrative matters when they occur."*

## PROFESSIONAL OUTREACH SUPPORT

Exploring the legal profession will be an essential part of both your career planning and your job success. CDO offers a number of ways to support you as you connect with attorneys and gain insights on career paths. A few are outlined below.

### BUSINESS CARDS

Each year, the Career Development Office organizes the printing of your first set of law school business cards. Business cards are provided through the generous financial support of Jones Day.

The business cards are set in a standard approved format, providing for the authorized usage of the University of Georgia School of Law logo.

By August 17, please complete the information on this form to provide your information for your business card: <http://www.law.uga.edu/business-card-nametag-information>

The form also collects information for nametags.

Watch your email for a proof of your business card for your review. We anticipate that you will receive your cards in September.

### ACTIVITIES AND MEMBERSHIPS

A number of opportunities for professional connections and career exploration are available to you.

Student organizations within the law school community include affinity and practice interest groups, and provide you with the opportunity to network with law students and lawyers. A list of law school student organizations is available here: <http://www.law.uga.edu/georgia-law-student-organizations>

Almost all bar associations offer student memberships free of charge. Smaller bars may host students without the requirement of membership. Information on bar associations can be found here: <http://www.law.uga.edu/bar-associations>

Three bar associations popular with UGA law school students are:

- The American Bar Association [https://www.americanbar.org/membership/join\\_and\\_renew.html](https://www.americanbar.org/membership/join_and_renew.html)
- The Georgia Bar Association <https://www.gabar.org/membership/howtojoin/index.cfm>
- The Atlanta Bar Association <http://www.atlantabar.org/?page=443>

## LINKEDIN GROUP: GEORGIA LAW CAREER RESOURCE PROJECT

The CDO operates a LinkedIn group that provides a platform for law students and Georgia Law graduates to interact. Job announcements and career news pieces are shared on the group pages. To join, send a request from your LinkedIn profile to the Georgia Law Career Resource Project (<https://www.linkedin.com/groups/4302213>)

## LAW DAWG CAREER CONNECT

The Career Development Office supports law students' career outreach activities with "Law Dawg Career Connect."

How does it work?

- Any group of 5 or fewer students can participate in a connection.
- The group selects an organizer, and completes the Law Dawg Career Connect application: <https://portal.law.uga.edu/law-dawg-career-connect> .
- Students will indicate the practice specialty, geographic area and other details, and will list 10 questions or topics they will use to generate conversation.
- Students will indicate blocks of time when they are available to connect.
- Connections can be in-person or via remote video (using the CDO Conference Room).
- Turn in the completed application to Beth Shackleford in Room 127, and she will get in touch with the organizer to arrange the connection.

Questions?

Contact Beth Shackleford at [elshack@uga.edu](mailto:elshack@uga.edu) or at 706-542-5156, or stop by Room 127.

*Success is a journey, not a destination. The doing is often more important than the outcome.*

*- Arthur Ashe*

## PROFESSIONAL AND CAREER DEVELOPMENT INFORMATION SESSIONS

Throughout each academic year, the Career Development Office offers an array of career support events, including training sessions, guest speakers, networking events and other opportunities.

### 1L CAREER TRAINING PROGRAMS

Below are the dates and times for the 1L Training Program schedule. All 1Ls are expected to attend each session.

FALL SEMESTER	Section Z (in Rm. A at 11:00 am)	Section Y (in Rm. B at 11:00 am)	Section X (in Rm. C at 11:00 am)
CDO Communications: Stay in the Know	Tues., 8/21/18	Wed., 8/22/18	Thurs., 8/23/18
Marketing Yourself: The Elevator Speech	Tues., 8/28/18	Wed., 8/29/18	Thurs., 8/30/18
1L Career Advising: Introduction to Methodology	Tues., 9/4/18	Wed., 9/5/18	Thurs., 9/6/18
Outreach and Connections to Enhance Your Career	Tues., 9/11/18	Wed., 9/12/18	Thurs., 9/12/18
Understanding the Market: Who Hires When & How They Do It	Tues., 9/18/18	Wed., 9/19/18	Thurs., 9/20/18
Hiring Decisions: Who Would You Hire?	Tues., 10/2/18	Wed., 10/3/18	Thurs., 10/4/18
*Resume & Cover Letter Class (in Legal Writing Class)	Tues., 10/9/18	Wed., 10/10/18	Thurs., 10/11/18
How to Make the Most of Symplicity	Tues., 11/6/18	Wed., 11/7/18	Thurs., 11/8/18

**\*All sessions same time/place except for Resume & Cover Letter Class**

SPRING SEMESTER	Times and dates TBD, based on spring class schedule
Spring Preview (and How to Handle Grades)	January
Mock Interviews	January
Employer Types: What They Do and Where They Are	TBD
Essential Professionalism Skills	TBD

Before anything else, preparation is the key to success.

- Alexander Graham Bell

## CAREER INFORMATION PROGRAMS

In addition to the foundation 1L Career Training Sessions, each semester there are an array of events offered by the Career Development Office. These are sometimes coordinated with student organizations. Watch your email for announcements about additional programs.

FALL SEMESTER	Date	Time	Location
Equal Justice Works: Learn About the Nation's Leading Public Interest Career Fair	9/6/18	12 noon	Rm. F
Advice from 2Ls: How I Got My 1L Summer Public Interest Job	9/13/18	12 noon	Rm. F
Should I Clerk? Career Advantages to Federal Judicial Clerkships	9/19/18	12 noon	Rm. F
Dual Degree Programs: What, When, How and Why	9/26/18	12 noon	1st Floor
Career Day: Employer Table Talk and Reception	10/5/18	2:30-5:00 pm	1st Floor
Starting on the Family Law Career Path	10/11/18	12 noon	Rm. F
Advice from 2Ls: How I Got My 1L Summer Private Sector Job	11/15/18	12 noon	Rm. F
Public Interest Panel and Reception	TBD	Early evening	*Atlanta
Business Law Speed Networking	10/11/18	Early evening	*Atlanta

\*transportation provided

## EMPLOYER VISITS

The Career Development Office arranges opportunities for 1Ls to visit employers, during the spring semester and during spring break. Watch your email for employer visit announcements and application instructions.

Some employers (in particular, military lawyers and public interest attorneys) will visit campus and host open information sessions. They offer valuable insights into their practices, and provide application advice. Watch for ongoing announcements, and attend any that interest you.

*Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.*

*- Albert Schweitzer*



## INTERVIEW OPPORTUNITIES FOR FIRST-YEAR STUDENTS

There are a number of summer job opportunities for first-year students, and preparation for second-year interviews begins early (spring semester of 1L year). A few of these opportunities are listed below. Watch your email for announcements throughout the year.

### EQUAL JUSTICE WORKS CAREER FAIR & CONFERENCE

October 26-27, 2018

Arlington, VA

Note: 1Ls may attend conference sessions and table talk with employers. Interested students should attend the information session on September 6.

### DIVERSITY SUMMER CLERKSHIP PROGRAMS

December 2018 – February 2019

Atlanta, Nashville, Charlotte and other cities organize interview programs. Watch your email for announcements and application instructions.

### ON-CAMPUS INTERVIEWS

Beginning January 2019

Watch your email for announcements and application instructions. It is important that you keep your Synchronicity profile and account updated to expedite your application processes.

### GEORGIA PUBLIC SECTOR CAREER FAIR

February 22, 2019

Atlanta, GA

Student applications are due in January. Watch for announcements.

*A passionate belief in your business and personal objectives can make all the difference between success and failure. If you aren't proud of what you're doing, why should anybody else be?*

*- Richard Branson*

## FIRST-YEAR CAREER DEVELOPMENT TIMELINE

This timeline has been created to help guide you through your first year of law school. You do not need to “complete” the entire checklist but use it as a reference guide to help determine career related priorities. You can also use this to create your own career related timeline for the year.

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### SEPTEMBER AND OCTOBER

- Attend the 1L Training Programs and other professional development training sessions.
- Familiarize yourself with the CDO resources.
- Complete your profile in Symplicity.
- Attend the Equal Justice Works information session – and, if you are interested, the career fair and conference.
- Draft a legal resume as a part of your Legal Writing class.
- Attend your two career advisement sessions.
- Keep on top of trends in the practice of law by reading legal news. You are able to subscribe to an array of legal news sources via the law library.
- Develop a winter break strategy.

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### NOVEMBER

- Review the Government Honors and Internship Handbook and prepare your applications for agencies with December deadlines:  
<http://arizonahandbooks.com/u/ugalaw> Password: lawdawg
- If interested in applying to large law firms, finalize cover letters and resumes to send beginning December 1<sup>st</sup>.
  - \* Limit mailing to employers in 2-4 preferred locations.
  - \* Prepare mailing ahead of time (before Thanksgiving break) to be ready to go in early December.
  - \* Have all materials reviewed; we have often caught mistakes, even among students with significant work experience.
- Apply for fellowships and scholarships.
  - \* Application deadlines begin in November for various diversity and public interest related opportunities.

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### DECEMBER

- For large law firms, mail applications for summer employment (they do not accept until December 1).
  - \* Follow-up with phone calls after exams.
  - \* Arrange times to meet with interested employers, if possible, over winter break.
- Watch for holiday event invitations from law firms and others from all over the country; be sure to RSVP quickly for any you would like to attend.

- To gain a short-term legal experience over break (good experience + resume builder), review job listing resources (Symplicity, PSJD, others) and conduct individual outreach or follow up.

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### WINTER BREAK

- Ask friends, family, and employers to introduce you to any attorneys they know.
- Attend local bar association, law firm and other holiday parties.
- Conduct informational interviews in the geographic regions you would like to work.
- Visit a courthouse and sit in on court proceedings. Consider approaching attorneys with questions you have based on what you see.
- Continue your summer job search for positions with small and medium sized law firms.
- Talk with public interest organizations about summer opportunities and begin to consider possible funding sources.
- Make sure your Symplicity profile is up-to-date and upload a current resume.

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### JANUARY

- Participate in CDO mock interviews.
- Attend 1L career trainings during spring semester.
- Apply for interviews at the Georgia Public Sector Career Fair, and begin contacting additional state government agencies (attorney general offices and other state departments) and municipal government legal offices (city/county attorney offices, public defenders, prosecutors' offices).
- Submit your resume for summer positions with judges.
- Identify and contact small law firms in areas of interest.
  - \* If interested in major cities, do not forget to focus on the employers in the suburbs and surrounding locations
- Make an appointment for a follow up CDO advising session (sometime between Jan. and Mar.)
  - \* Discuss progress and what you learned over winter break.
  - \* Discuss how first semester grades may affect your summer job search strategy.
- Attend targeted CDO Professional Development workshops that address your career interests
- Review job listings on Symplicity.
- Review PSJD.com and other sources to determine those public interest employers with paid and volunteer positions.
- Register to attend law firm visits, which allow selected students to visit five major Atlanta law firms to learn about their practices.
- Begin considering a summer externship for credit.
- Continue informational interviews.
- Speak to 2Ls and 3Ls about their previous summer jobs.

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### FEBRUARY

- Participate in spring OCI.

- Plan a spring break trip to location of interest.
    - \* Participate in PILC Alternative Spring Break for connection and experience building.
    - \* Email potential employers and several law school alumni/ae for informational interviews.
    - \* Conduct follow-up phone calls to arrange meeting times.
    - \* Consider the CDO spring break “walkaround” events
  - Participate in Georgia Public Sector Career Fair interviews and/or table talk.
  - Continue working on summer externship opportunities.
  - Attend law firm visits, if selected.
  - Write judges about summer externship opportunities in judicial chambers.
    - \* Be sure to see a career counselor first; judges, as the highest ranking lawyers in the country, have very different expectations of applicants and the contents of their applications
- 

### MARCH

- Follow Symplicity to find summer opportunities that have been posted.
  - Start to make arrangements for your summer housing. (Students in many locations around the country look for other students to sub-lease so check university housing boards.)
  - Arrange another CDO advising appointment to update job search plans.
- 

### SPRING BREAK

- Visit your #1 location of interest and NETWORK! Meet with as many employers, alumni/ae, and attorneys as possible - contact CDO for alumni/ae lists and for help strategizing.
- In consultation with your intended host employer, prepare proposal for possible summer funding (typically due after spring break).
- Continue contacting small and medium sized law firms.
- Continue contacting state and local government agencies and non-profits who have not already hired through the Georgia Public Sector Career Fair or posted announcements elsewhere.
- Begin calling smaller employers in your top location to ask if they have a need for a summer law clerk; follow-up with cover letter and resume.

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## APRIL

- Update CDO on job search status - we begin hearing of many last-minute employer needs.
- Continue writing and contacting employers.
- Keep tracking job listings in Symplicity; many small employers just start thinking of hiring at this time of the year.

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## MAY

- Keep going!! Smaller employers just begin to realize that summer is around the corner! It's not uncommon for students to finalize jobs in May!
- Report your job status to CDO
- Prepare to participate in the journal write-on competition.

*Success is not a destination, but the road that you're on. Being successful means that you're working hard and walking your walk every day. You can only live your dream by working hard towards it. That's living your dream.*

*- Marlon Wayans*

University of Georgia School of Law  
**STUDENT CAREER DEVELOPMENT CONTRACT**

I understand that my decision to seek a Juris Doctor degree from the University of Georgia School of Law comes with great responsibility and the School of Law’s students are expected to adhere to the highest level of ethical and professional behavior. Accordingly, as a condition to receiving full access to all Career Development Office (“CDO”) services, I understand and agree as follows:

1. I am responsible for managing my career professionally and ethically. This includes, but is not limited to, (a) making and keeping appointments with CDO counselors at least once per semester, (b) maintaining accurate and current career-related information on my Symplicity profile, and (c) uploading an updated default resume each semester as I update it with new grades, employment, and honors or activities.
2. My interactions with potential employers and alumni are a reflection of my character and fitness to practice law. My actions also affect employers’ views about the entire School of Law community. Accordingly, I agree to conduct myself with the highest level of professional behavior during all my interactions with employers and alumni.
3. I agree to maintain a high level of professionalism concerning all CDO resources and employer interactions in accordance with the CDO’s policies and procedures. This includes, but is not limited to, (a) submitting RSVPs by the specified deadline for events and training sessions hosted by the CDO, employers, and others in the legal community, (b) notifying the CDO or other event host in the event I am unable to attend an event I previously committed to attend, and (c) requesting any changes to scheduled interviews at least 24 hours in advance.
4. I agree to report my summer or post-graduation job status to the CDO at the end of each academic year.
5. I shall provide accurate and honest information in all career-related documents and in all communications with the CDO, employers, and alumni.
6. I shall abide by the Association of Legal Career professional (NALP) Principles and Standards for Law Placement and Recruiting Activities in their entirety, including the General Provisions governing affirming, holding open, and accepting employment offers and the Ethical Standards for Candidates.
7. I give CDO permission to release a current resume posted on Symplicity, my GPA, or class rank to potential employers, faculty members, and School of Law alumni for the purposes of being recommended to employers in connection with employment opportunities.
8. I will comply with all CDO policies and procedures as published on the School of Law’s website and in Symplicity. I agree that CDO may communicate with me via SMS text messages, email and by phone.
9. I acknowledge that I am responsible for my own career and my failure to read or accept emails, texts, or other communications from CDO may have negative employment results.
10. Failure to comply with any of the commitments above may result in loss of certain CDO services including, but not limited to, access to Symplicity and the ability to bid for and participate in on-campus interviews.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



