

JOB SEARCH CHECKLIST

Suggested Resources:

- ___ CSO Website: <http://law.udayton.edu/careerservices>—access recruiting schedules (on-campus interviews, resume collections, direct contacts) and the CSO calendar of events
- ___ Bulletin Boards in the CSO—similar information can be found on the CSO website
- ___ Handshake—our online job bank resource
- ___ Other major CSO web links: Vermont Guide to Judicial Clerkships, 12/Twenty site, PSJD and Arizona federal jobs guide—contact the CSO for more info
- ___ Martindale.com—search for attorneys, law firms, and UDSL alums by practice area and geographical location
- ___ Job search web links on the CSO website
- ___ OhioBar.org—Ohio Bar Association job postings
- ___ Bar Directories—search the many city & county bar directories in the CSO; become a student member of a bar association where you intend to practice and add this to your resume
- ___ nalpdirectory.com—detailed hiring information for select large law firms; use “search employers” information or “browse employer info”
- ___ Google it--search for state, city, county websites (consider surrounding areas, too)
- ___ Law professors
- ___ Undergrad school: career office, advisors, professors, or alumni office
- ___ Networking—talk to everyone you know, especially those connected with law firms, courts, government agencies, etc.--one of the most powerful tools in landing a job!
- ___ Reciprocity to use another school’s Career Services Office for 3Ls and graduates

Application Materials to Prepare:

____ Resume

____ References (3-4 including one law school professor; print on nice resume paper)

____ Writing Sample (5-10 pages preferred or excerpt with fact pattern on cover sheet; print on plain white paper)

____ Cover Letters (create a generic letter that you can tailor for each employer)

____ Law School Transcript (get an original from the Registrar's office and make copies for employers) Note: it typically takes 2-3 days to get a law school transcript, so plan ahead!

____ Undergraduate Transcript (needed especially for IP employers)—can take up to 3-4 weeks to get from some schools, so plan ahead!

Reminders: 1) Only submit the specific materials requested by the employer. 2) Always include a cover letter unless the ad says not to. 3) Carry copies of all above mentioned materials with you in a leather portfolio to every interview and job fair.