

## **Job Search Check List**

### ***Suggested Resources:***

- \_\_\_ CSO Website: [https://www.udayton.edu/law/career\\_services/](https://www.udayton.edu/law/career_services/) -- access recruiting schedules, calendar of events, resume/cover letter samples, and job postings
- \_\_\_ Bulletin Boards in CSO—view current job postings, fellowships, writing competitions and judicial clerkships
- \_\_\_ Handshake – the CSO’s on-line job bank
- \_\_\_ Job Search Links: Vermont Guide to Judicial Clerkships, BYU site, PSJD, and Arizona Handbook for Federal Jobs—contact the CSO for passwords
- \_\_\_ Martindale.com—search for attorneys, law firms, and UDSL alums by practice area and geographical location
- \_\_\_ OhioBar.org—Ohio Bar Association job postings
- \_\_\_ Bar directories—search bar directories in the CSO; become a student member of a bar association where you intend to practice and include this on your resume
- \_\_\_ Nalpdirectory.com—contains hiring information for many large law firms; use “search employers” information or “browse employer info”
- \_\_\_ Google it--search for state, city, county web sites (consider surrounding areas, too)
- \_\_\_ Periodicals—in the geographical or practice areas in which you have interest
- \_\_\_ Top Firm Lists for Dayton, Cleveland, Columbus, Cincinnati, and Indianapolis—copies are in the CSO
- \_\_\_ Local newspapers
- \_\_\_ Law professors
- \_\_\_ Your undergraduate alma mater’s 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 for landing a job!

\_\_\_ Reciprocity to use another law school’s Career Services Office for 3Ls and graduates (see Rita in CSO)

\_\_\_ UDSL Alumni Office (located in the Dean’s suite)

\_\_\_ Resource Library in the CSO

***Application Materials to Prepare:***

\_\_\_ Legal Resume

\_\_\_ Cover Letter (create a generic letter that you can tailor for each employer)

\_\_\_ References (3-4 including, one law school professor printed on resume paper)

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

\_\_\_ 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 transcript, so plan ahead!

\_\_\_ Undergraduate Transcript (needed especially for IP employers)—can take up to 3 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.

