1L Checklist

The Center for Professional Development (CPD) is a resource 1Ls can use for identifying and preparing for legal careers of interest. Before October 15th, your primary focus should be excelling in your coursework and after this date your summer job search preparation should begin. The list below is meant to act as a reference for your professional development during your first year of law school. We look forward to working with you on your individual career goals!

Before October 15th

☐ Login and complete your Symplicity account profile.
☐ Connect with CPD via Twitter\(^1\) and Facebook\(^2\).
☐ Schedule your first career advising appointment for after October 15th in Symplicity.
☐ Consider attending CPD employer panels of interest and introducing yourself to speakers.
☐ Attend the Student Organization Fair and consider joining an organization of interest.

Beginning October 15th

☐ Meet with CPD to:
  ☐ Discuss your career goals and plans for next summer.
  ☐ Develop a legal resume and cover letter.
  ☐ Create your Personal Networking Plan.
☐ Order business cards with the Elon Law logo; refer to the student resources page.
☐ Build professional relationships with practicing attorneys. These relationships can prove to be invaluable opportunities as you progress through law school. For example, *most 1Ls find summer positions through relationships and referrals*.
  A few suggestions are:
  ☐ Attend CPD Employer Panels and introduce yourself to speakers.
  ☐ Attend Receptions with the Legal Community and introduce yourself to other attendees.
  ☐ Attend Greensboro Bar Association events and introduce yourself to local attorneys.
  ☐ Arrange informational interviews with practicing attorneys to explore practice areas and make contacts; we can walk you through the process.
  ☐ Routinely connect with your Preceptor.
  ☐ Discuss your career interests with faculty members.
☐ Stay in touch with CPD:
  ☐ Tell us when your goals change.
  ☐ Ask us about employers you are considering, we may have a contact.
  ☐ Complete the Summer Employment Survey in the spring to confirm your employment status.

Watch for announcements and deadlines

☐ Read CPD emails, newsletter announcements and bulletin board for job postings, RSVP instructions for upcoming events and other professional development opportunities.
☐ Check Symplicity on a regular basis and beginning December 1st apply for positions.
☐ Consult the Government Honors and Internship Handbook for federal government summer internship opportunities. The CPD office will email weekly reminders and login information.
☐ Pay attention to Career Fair registration timelines located on the CPD Career Fairs webpage.
☐ Monitor job postings and announcements on external legal job boards and websites.

CPD can help but **you must take the lead and actively engage** in the process!

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\(^1\) Twitter—ElonLawCPD
\(^2\) Facebook—Elon Law Center for Professional Development