**2L Checklist**

Many students begin to narrow their career goals in their 2L year; to achieve this your second year should include building professional relationships. The majority of 2Ls secure positions through relationships, not job postings. The list below is a reference guide for your professional development.

**Expand your professional relationships**

- Continue to build your professional relationships with practicing attorneys by identifying new contacts based on your narrowed practice area(s) of interest. These relationships can prove to be invaluable opportunities as you seek summer internships and permanent positions. 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.
  - Conduct informational interviews with practicing attorneys to explore practice areas of interest and make contacts. These contacts can help you tap into the unadvertised job market, where most jobs are found; we can walk you through the process.
  - Stay in contact with your Preceptor and ask him/her to introduce you to other attorneys.
  - Discuss your career interests with faculty members.

**Meet with CPD to:**

- Discuss your evolving career goals.
- Review and update your Personal Networking Plan (PNP), identifying lawyers and other potential contacts to which we can introduce you. Also, we can help you leverage your existing relationships.
- Review and update your legal resume and cover letter.
- Discuss appropriate writing samples.
- Create a summer job search strategy.
- Practice your interview skills in a low-risk environment by scheduling a Mock Interview.

**Stay in touch with CPD to:**

- Tell us when your goals change.
- Ask us about employers you’re considering; we may have a contact.
- Complete the Summer Employment Survey in the fall and spring to confirm your employment status.

**Watch for announcements and deadlines**

- Connect with CPD via Twitter¹ and Facebook² to stay informed.
- Read CPD emails, newsletter announcements and bulletin board for any upcoming job postings and program RSVP deadlines. *(Please read them carefully: students miss deadlines and important opportunities every semester.)*
- Check Symplicity on a regular basis for job postings and 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!

¹Twitter—ElonLawCPD
²Facebook—Elon Law Center for Professional Development