3L Checklist

Your 3L year should include applying for jobs, developing relationships and gaining experience in an effort to stand out to employers. The majority of 3Ls and recent graduates 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 attorneys who practice in areas that match your employment goals. These relationships can prove to be invaluable opportunities as you seek permanent job placement after graduation.

  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.
- Create a job search strategy.
- 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.
- 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 Employment Survey in the fall to confirm your employment status.
- Complete the Graduate Employment Survey in the spring, confirming your permanent employment status.

Watch for announcements and deadlines

- Connect with CPD via Twitter and Facebook to stay informed.
- Read CPD emails, newsletter announcements and bulletin board for any upcoming job postings and program RSVP deadlines.
- Check Symplicity on a regular basis for job postings and apply for positions!
- Consult the Government Honors and Internship Handbook for federal government honors program opportunities for 3Ls. 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!

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