

LAUNCHING YOUR JOB SEARCH

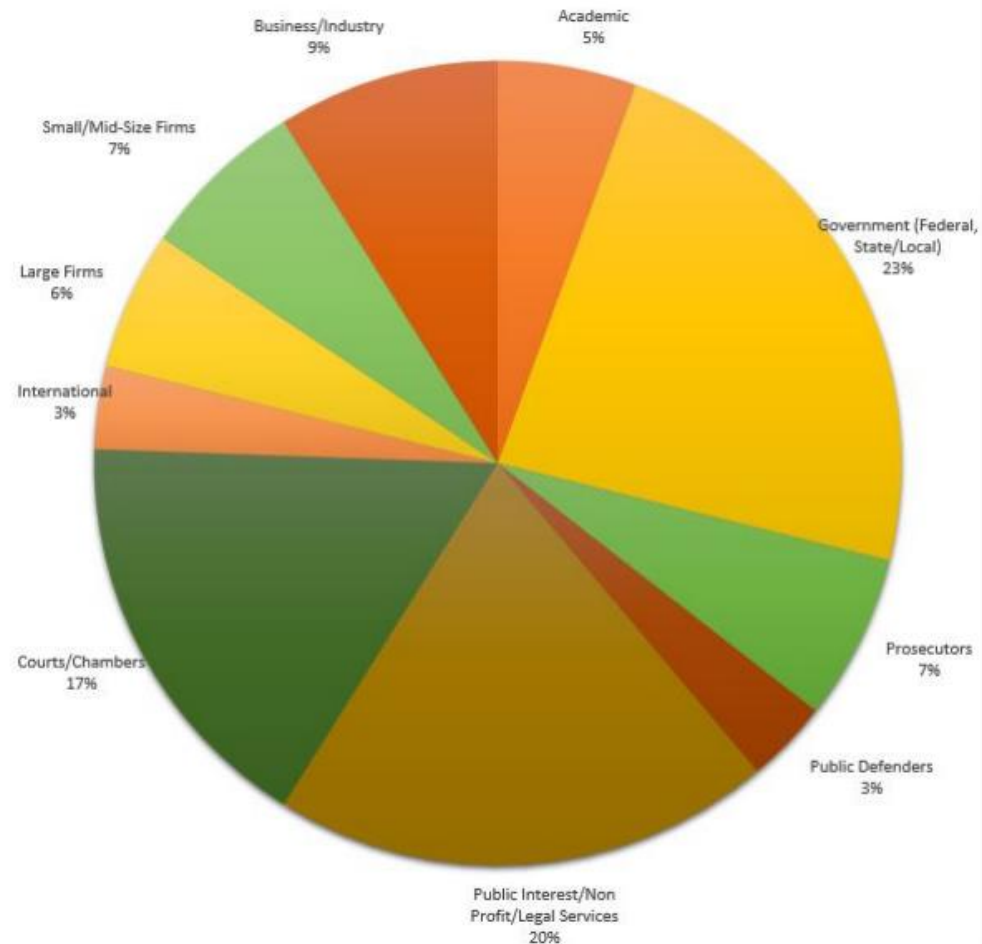
CHARTING YOUR PATH

GEORGETOWN LAW

FINDING AND APPLYING FOR 1L SUMMER JOBS

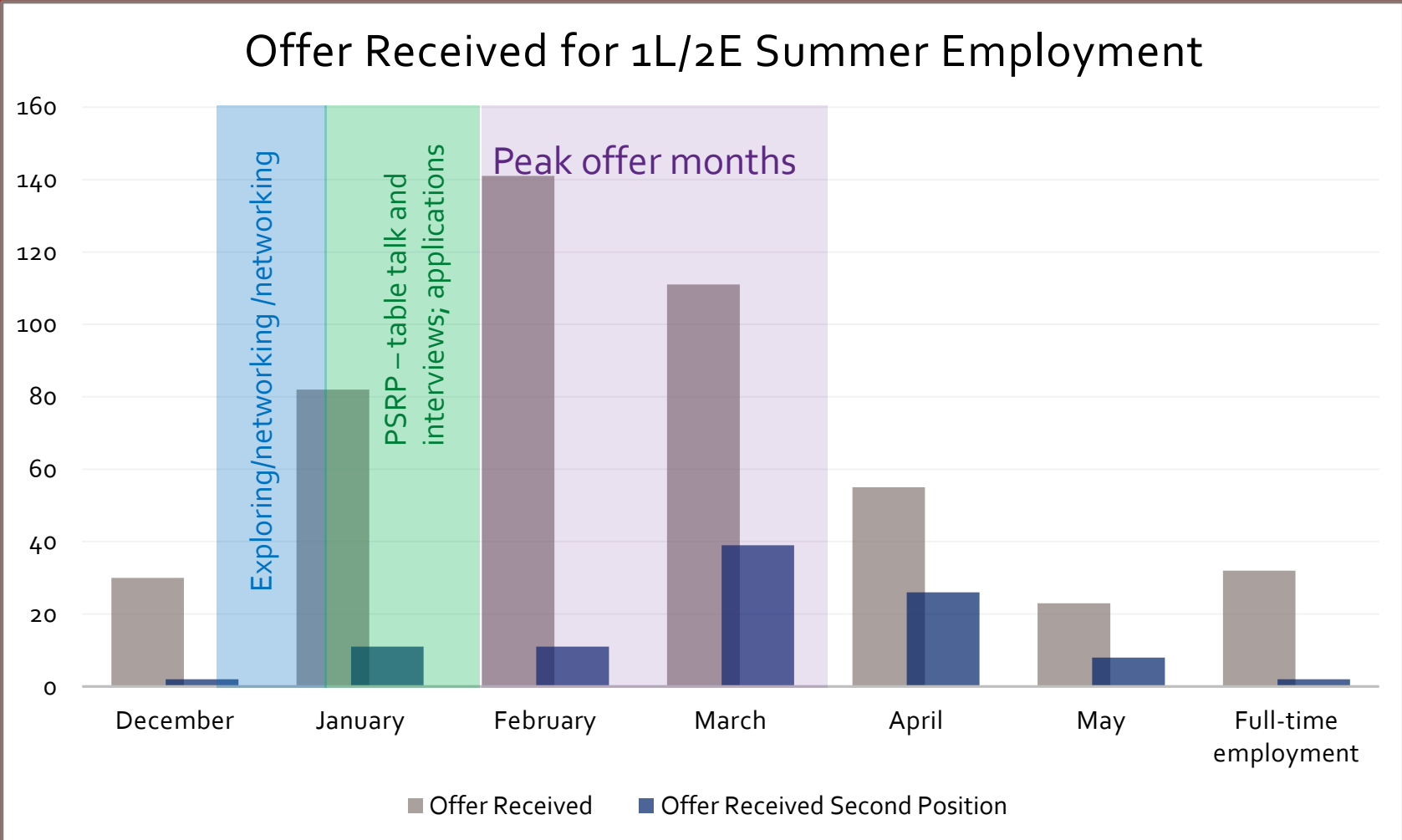
WHERE DO 1LS WORK?

1L 2019 Summer Employment Snapshot



*Chart based on Symplicity reported 2019 1L summer placement data.

TIMING OF THE 1L JOB SEARCH



WHERE TO FIND JOBS

TOP DATABASES & RESOURCES FOR 1Ls

- [Symplicity](#)
- [PSJD](#)
- [University of Arizona Government Honors & Internship Handbook](#)
- [NALP Directory of Legal Employers](#)
- [More Resources via JD Careers Website](#)

INTERNSHIP & RECRUITMENT PROGRAMS

- Public Service Recruiting Program, January 2020
- Georgetown International Internship Program, January 2020
- Spring Interview Program, Spring 2020

NETWORKING!



HOW TO APPLY: RESUMES AND COVER LETTERS

Goal: connecting the dots between
your **strengths, motivators, career interests** and position

WRITING YOUR STORY

REFLECT ON YOUR STRENGTHS, MOTIVATORS, & INTERESTS

- Which of your strengths really resonate with you?
- Which lawyering skills appeal to you the most?
- What factors motivate you personally & professionally?

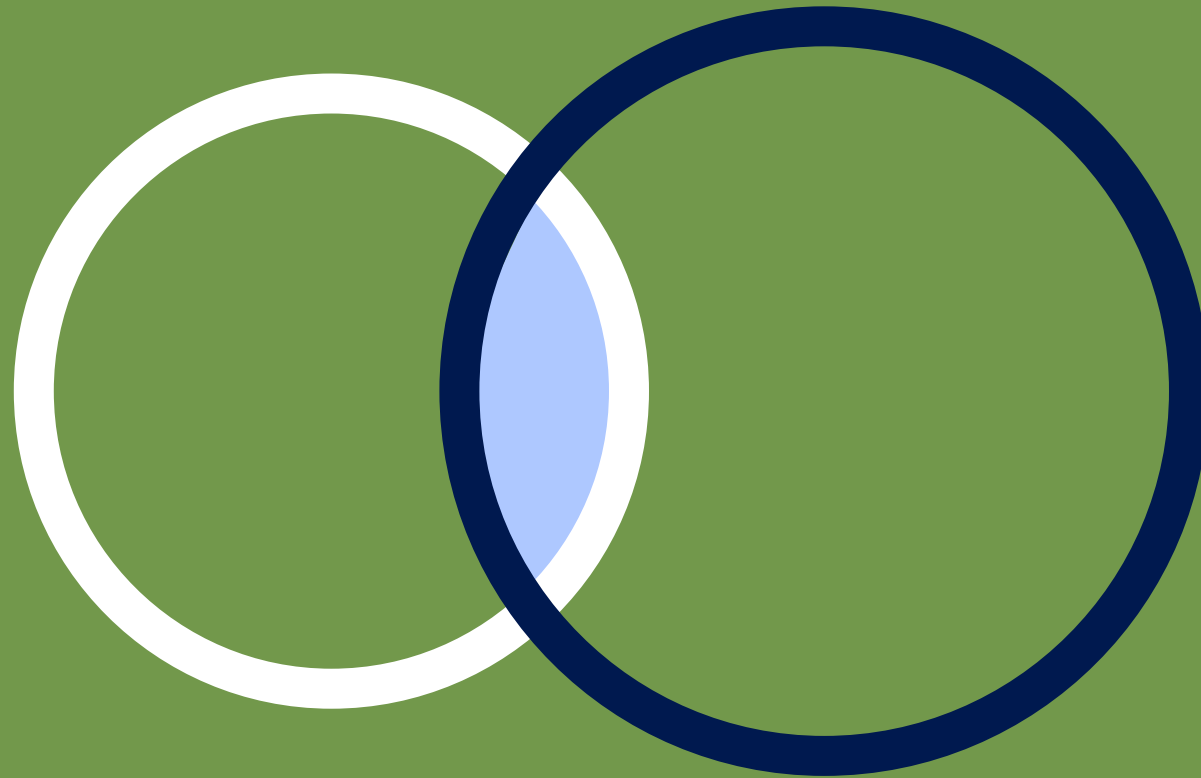
SELF ASSESSMENT

- Discover interests
- Begin exploring areas of focus
- Continue to identify strengths and gaps

RESUMES AND COVER LETTERS: Relevance

WHAT
THE POSITION
ENTAILS

YOUR
BACKGROUND
AND INTERESTS



ONE PAGE, WHEN
APPROPRIATE

CLEAN, LEGIBLE FONT

WELL-ORGANIZED

MAINTAIN
CONSISTENCY

TEMPLATES AVAILABLE
ON CAREERS PAGE

YOUR NAME

Street Address, City, ST ZIP • (202) 555-1212 • emailaddress@law.georgetown.edu

EDUCATION

GEORGETOWN UNIVERSITY LAW CENTER

Washington, DC

Juris Doctor Candidate

May 20XX

GPA: 3.XX/4.00 (Top XX%, if applicable)

Honors:

Journal: *Journal Name (There is no need to include this section if you haven't yet joined a journal)*

Activities: Highlight activities that show leadership, interest in relevant subject matters, or diversity

UNDERGRADUATE INSTITUTION

City, ST

Bachelor of Arts, [*cum laude*,] in Name of Major(s)

May 20XX

Honors: You needn't enter every award here if you have many. Concentrate on the most relevant or impressive.

Activities: You may also call this section "Leadership"

Thesis: *Enter the Title of Your Thesis Here, in Italics*

EXPERIENCE

NAME OF YOUR MOST RECENT EMPLOYER

City, ST

Name of your most recent position

Mo. 20XX – Mo. 20XX

- Job Accomplishment #1
- Job Accomplishment #2
- Job Accomplishment #3
- Job Accomplishment #4

Name of your prior position with the company, if you received a promotion

Mo. 20XX – Mo. 20XX

- Job Accomplishment #1 (Try to list accomplishments that highlight different skills than those developed above)
- Job Accomplishment #2

NAME OF YOUR SECOND MOST RECENT EMPLOYER

City, ST

Name of your position

Mo. 20XX – Mo. 20XX

- Job Accomplishment #1
- Job Accomplishment #2
- Job Accomplishment #3
- Job Accomplishment #4

NAME OF YOUR THIRD MOST RECENT EMPLOYER

City, ST

Name of your position

Mo. 20XX – Mo. 20XX

- Job Accomplishment #1
- Job Accomplishment #2
- Job Accomplishment #3
- Job Accomplishment #4

OPTIONAL SECTION (i.e., Interests, Community Involvement, Languages, Publications, Certifications)

- If you include an Interests section, try to include things that are good conversation starters or relevant to the job
- Use a Community Involvement section to highlight your ties to the community or your relevant skills

OPTIONAL SECTION (Do not include: Computer skills, "Personal," Objectives, or References)

- Qualify your language skills and think about how valuable they might (or might not) be to the position
- List relevant publications if you have them. Citations can be abbreviated to save space.

HEADER

EDUCATION

EXPERIENCE

ADDITIONAL

NEXT STEPS

- Attend the next Charting Your Path small group session
- Attend Careers programming to learn more about **practice areas/settings** of interest
- Starting October 1st, schedule your 1-on-1 career advising appointment with either Lauren or Rob (for on or after October 15th)

QUESTIONS?