
2L Timeline

Office of Career & Professional Development
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The Basics:

→ Update your practice area preferences on [HCO](#).
→ Review the Career Map, together with this 2L timeline. These will help you understand your career-planning options and timelines during your remaining time at UC Hastings.

Summer Prior to 2L Year:

- **Update resume** to include your 1L summer experience and possibly your grades. Upload resume onto [HCO](#).
- **Review writing sample**- edit to fewer than 10 pages.
- **Attend Career Office Workshops** for resume and cover letter drafting and interview preparation during the summer. See the [master calendar](#) for all Career Office events.
- Map out your **preferred job 2L Summer Plan** and a back-up 2L Summer Plan. Speak with a Career Counselor to finalize the plan and make sure all resources and approaches are incorporated.
- Know the **hiring time-frames for employers** you are targeting. (For example, big firms hire a year in advance, small firms hire a couple months, sometimes weeks, in advance.)
- **Craft and send cover letters and resumes to out-of-town employers.** If this is the case, let them know you'll be in the area and available to interview before school starts. Follow up on all such overtures with a phone call.
- **Review the CA Mid-Size and Small Firm Cheat Sheet** in the Document Library on HCO and determine which, if any, of these firms might interest you. Consider reaching out to an alum at the firm to build a connection that you can cultivate over the year so that when the firm is ready to hire later in the year, you have a contact there. Speak with Career Counselors to plan this out.
- **For the Early Interview Program In August (EIP, formerly known as OCI):**
 - **Research the employers.** Start early on your research- it takes time!
 - Complete the **Student Summer Employment Survey** prior to applying for EIP.
 - **Apply for EIP interviews** on [HCO](#) (the bidding window is in early July.)
 - Send letters to your targeted law firms that are not participating in EIP.
- **For IP Law**, consider attending the SF Intellectual Property Law Association Career Fair and the Loyola Patent Interview Program.
- For **Federal government summer programs**, look at the Government Honors Handbook on [HCO](#). Many of these programs have early Fall deadlines!

Fall Semester:

- **Participate in EIP**, if interested. Some government agencies, such as the DA and PD, attend.
- Many deferral government jobs, like [SLIP](#), have early fall deadlines. Check out the Government Honors and Internship Handbook on [HCO](#) for other federal government opportunities.
- For **public interest jobs**, attend the **Equal Justice Works Conference** in Washington D.C. in October, if possible.
- **Check [HCO](#) regularly** to view and apply to current job postings.
- **Follow up** with employers to whom you have applied.
- Apply for a Spring semester **Externship (for school credit)**, if interested.
- **Network! Network! Network!** Use alumni mentors, additional alumni or personal contacts to set up informational interviews during Winter Break.
- **Notify the Career Office** if you accept a position for your 2L Summer.

Winter Break:

- **Schedule and attend interviews** with out-of-SF employers.
- **Review local legal publications.**
- **Conduct informational interviews** with alumni or other contacts in your preferred city.

Early Spring Semester:

- **Check Job Postings:** Visit [HCO](#) for announcements and apply for relevant job postings.
- **Follow up** by phone or email with employers to whom you have sent applications.
- **For judicial clerkships:**
 - Join the [judicial clerkship listserv](#) to receive up to date information.
 - Attend information sessions.
 - Check the judicial clerkship page for detailed information on the process.
 - Build relationships with faculty.
 - Approach professors to write letters of recommendation.
 - Schedule an appointment with Fairuz Abdullah, clerkship director.

Send out applications to Oregon and Washington State Courts. Check other state court deadlines on the Vermont State Clerkship Guide, available at [HCO](#) under the “Judicial Clerkship” link.

- **For Government and Public Interest:**
 - **Begin researching** post-JD fellowships and host organizations.
 - **Network** with public interest attorneys to brainstorm ideas for project proposals.
 - **Attend Public Interest/Public Sector Day** in early February to interview and meet employers.

- **Watch for Funding Deadlines:** Financial Aid/FAFSA priority deadlines to qualify for summer work-study. The HPILF Fellowship deadline is mid-Spring.
- **For Smaller Firms:** Participate in Spring On-Campus Interviews (OCI) in February - April.
- **Attend Career Office presentations** and employer-sponsored programs to learn more about legal fields, professionalism, what employers expect and to meet attorneys.
- **Talk to professors** about possible research assistant positions for summer and approach those that could serve as references.
- **Brainstorm with the Career Office** about 2L job opportunities and strategies you may not have considered.
- **Schedule interviews-** both informational and job interviews for Spring Break.

Spring Break:

- **Attend scheduled informational interviews** and any job interviews you've arranged.
- **Network! Network! Network!** Join relevant professional associations if you have not yet done so and attend events to meet attorneys.
- Continue to attend **professional association events** and network with attorneys there.

Late Spring Semester:

- **Check [HCO](#) often** because employers contact the Career Office with late-breaking job opportunities.
- **TIP: Most small firms hire between March and May. Keep looking!**
- If you are applying for a **federal judicial clerkship** (post-graduation), attend the Career Office workshops in April and meet with Fairuz Abdullah, Clerkship Director in the Career Office.
- Consider applying for the **Judicial Externship** Program to enhance your resume. The time to submit applications for 3L Fall externships is in April of your 2L year.

Summer:

- **Update resume** to include your summer work experience and your 2L grades.
- **Watch for Career Office Workshops** for resume and cover letter drafting and mock interviews during summer.
- **Apply on [HCO](#) for OCI for your 3L year**, if you are interested in a permanent position with the employers coming (mostly large firm and some government).
- Finalize and polish up **public interest fellowship applications**.
- Finalize **federal clerkship applications** for submission in early September.