

1L CHECKLIST

August

- Attend orientation & any introductory presentations by CDO.
- Prioritize your academic studies.

September

- Seek advice on navigating your first year from other students and, if possible, practicing attorneys. CDO can help make introductions to attorneys.
- Explore student organizations and bar sections, with an eye toward expanding your interests.

October

- Attend CDO programming and introductory sessions on resume and cover letters.
- Begin crafting your resume for approval by CDO.
- Make an initial appointment with one of the CDO counselors.

November

- Attend CDO panels and employer networking events.
- Revise and finalize your resume based on your counselor's recommendations.
- Begin looking into firms or organizations you might contact for possible summer employment, and looking on Idaho Law Careers and other websites for potential summer opportunities.

December

- Submit a final version of your resume for approval.
- Begin crafting a cover letter and show to one of the CDO counselors for feedback.
- Continue to look for opportunities and begin putting together applications.

January

- Ensure your resume is approved and uploaded to Idaho Law Careers by the start of classes.
- Explore the possibility of a summer field placement and apply for those positions.
- Continue to attend CDO panels and networking events.

February

- Attend the Boise Career Fair.
- If you have interviews for summer positions, make sure you do practice interview.
- Begin exploring pro bono opportunities.

March

- Attend the "Getting the Most Out of Your Summer" program.
- If you have not secured a summer legal opportunity yet, schedule a meeting with a CDO counselor to strategize.
- Check the Spring OCI list for possible interview opportunities.

April-May

- Work on finals.
- Calendar the dates for fall OCI and be prepared to update your materials.

June-July

- Continue evaluating target employers in your desired geographic area, and keep checking Idaho Law Careers for future opportunities.
- Conduct at least three informational interviews with attorneys in areas of law that interest you.
- During your summer employment, turn in excellent work and build trusting relationships with your colleagues and supervisors. You need, at minimum, one supervisor who really knows your work and strongest competencies to be a future reference.

July-August

- Update your resume to reflect your 1L summer experience and any pro bono experiences.
- Create a one-minute elevator speech to discuss your strengths and aptitude for legal employment, with examples that demonstrate the competencies you have been developing. Show, don't just tell, your skills and abilities.
- Work on creating a writing sample that you can use for upcoming applications.