



# JOB SEARCH ACTION PLAN

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Below is a sample Job Search Action plan to assist you in planning your job search strategy. Remember that every job seeker's situation is different so some of the action steps outlined below may not pertain to you. Use these as a base for formulating your own plan and we recommend you meet with an OCP Director to help individualize your strategy.

## I. PRELIMINARY STEP: SELF-ASSESSMENT

- Time Frame.** We recommended you complete these steps prior to your job search.
- What You Want out of a Job.** Type of work, practice area, billable hours, geographical location, etc.
- Your Strengths/Skills.** Identify your skills, strengths, and accomplishments. This will help you write your resume and cover letters.
- Goals.** Where do you want to be in: 6 mos / 1 yr / 5 yrs / 10 yrs? What type of jobs will help you attain your personal and professional goals?

## II. PLANNING THE JOB SEARCH: JOB SEARCH CHECKLIST

- Marketing Materials.** Prepare your Resume, Cover Letter, Writing Sample, References and order Transcripts.
- Organize a Job Search System.** Manage your search – keep records of employers to whom you sent resumes, contacts, research on potential employers, and any other items related to your search.
- Make a list of Contacts.** Start with your family, friends, acquaintances, other lawyers, professors, and other professionals. These are all persons who you can contact to help you in your search, either with leads, openings or information.
- Identify Employers.** Make a list of employers for targeted, focused mailings with a specialized resume and personalized cover letter.
- Identify Resources for Job Postings.** Identify websites, legal newspapers, bar associations, professional newsletters, and other sources of job postings.
- Prepare for Interviews.** Even before you get an interview, conduct mock interviews through OCP or with your friends. Practice!

### III. CONDUCTING THE JOB SEARCH: THE MULTI-FACETED APPROACH

- ❑ **Apply to Job Postings.** Use online resources such as [www.USFLawlink.com](http://www.USFLawlink.com), [www.PSLawNet.org](http://www.PSLawNet.org), [www.lawjobs.com](http://www.lawjobs.com), [www.craigslist.com](http://www.craigslist.com), [www.indeed.com](http://www.indeed.com), and print resources such as The Recorder, The Daily Journal, and bar association newsletters.
- ❑ **Send out Targeted Mailings.** Send focused and customized cover letters and resumes to the list of potential employers you identified. Follow-up with employers, via phone, or email, if you have not heard from them in 2 - 4 weeks.
- ❑ **Conduct Informational Interviews.** Gather information from your contacts, alums, and other persons in your field of interest.
- ❑ **Attend Job/Career Fairs and Conferences.** At some job fairs, interviews are conducted on site. You can also make new contacts and identify new employers of interest.
- ❑ **Network: Build and Maintain Your Contacts.** Attend legal events, join [www.LinkedIn.com](http://www.LinkedIn.com), a professional networking site to expand, manage, and organize your network. The University of San Francisco School of Law has registered an alumni networking group on LinkedIn.com for the purpose of connecting alums and students. Keep in touch with your network and let them know how your search is progressing.
- ❑ **Volunteer - Build Your Skills.** Consider volunteering with government or public interest agencies. Look into clinical coursework opportunities at the law school or consider doing an externship (working for school credit) for public interest/public sector agencies, the judiciary, private firms, or corporations. Join a journal and learn the Bluebook citation style.
- ❑ **Join and Attend Student Legal Organizations and/or Bar Association events.** Consider taking a leadership role in a student organization focused on your field of interest. Join a professional bar association to help build your network and expose you to the movers and shakers of the legal profession. Visit OCP for a list of local bar associations.
  - **Better yet, volunteer to staff or plan an event.** Lawyers like to hire who they know. This is a great way to network without feeling like you are “using” people.

### IV. MANAGING YOUR JOB SEARCH

- ❑ **Follow-up with employers and leads.** The job search is an on-going process. If you do not hear from an employer after 2 weeks of submitting your materials, call or email to find out about the status of your application. If your contacts have given you leads, investigate those leads and set up appointments for informational interviews.
- ❑ **Write thank you notes and letters.** After each interview, meeting, or lead received, be sure to send a handwritten thank you note, card, or letter. You will stand out from the rest of the pack if you mail your note instead of just sending an email.
- ❑ **Continue to research employers.** As you research employers and refine your search, remember to update your resume, cover letter, references and writing sample(s) as necessary.

## SAMPLE JOB SEARCH CAMPAIGN

### Goals for Week 1 & 2 of August:

Action Step	Tasks for Completion	Approx. Time to Complete	Due Date
<b>Send out targeted mailings to at least 10 employment litigation firms</b>	Identify firms through Martindale.com, NALP directory	1-3 hrs	August 3
	Research individual firms through websites	1-3 hrs	August 4
	Call firms for hiring contacts	1-2 hrs	August 4
	Tailor cover letter & possibly resume	½ hr per employer	August 6
	Send resume & cover letters to firms	5 - 10 mins per employer	August 7
	Follow-up with phone calls to firms; check on receipt of materials	5 -10 mins per employer	August 15
<b>Check online &amp; newspaper job postings and apply for jobs</b>	Check www.USFLawLink.com, www.craigslist.com, www.indeed.com, and legal newspapers for listings.	2 hrs	Daily
	Research individual employers through websites, martindale.com, Lexis, Westlaw, nalpdirectory.com	2 hrs	As needed
	Apply to posted job openings	1 hr	Daily
	Follow-up if appropriate	1 hr	2 wks after mailings
<b>Hold 3-4 informational interviews</b>	Develop list of contacts: family, friends, acquaintances, professors, lawyers & non-lawyers	2 hrs	August 1
	Contact OCP for alumni contacts and confirm current contact information through CA Bar website www.calbar.org.	1 hr	August 2
	Send out letters and/or emails requesting informational interviews	2-3 hrs	August 2
	Prepare for informational interviews: read OCP handouts, research contact, develop questions	3 hrs	August 3
	Hold at least 2 info interviews/wk	3 hrs	August 7 - 15

**JOB SEARCH CAMPAIGN**  
 Week/Month of \_\_\_\_\_

Action Step	Tasks for Completion	Approx. Time to Complete	Due Date
<b>GOAL 1:</b>			
<b>GOAL 2:</b>			
<b>GOAL 3:</b>			
<b>GOAL 4:</b>			