



Alison Monahan: Welcome back to the Law School Toolbox podcast. Today we're talking with ex-BigLaw recruiter, Sadie Jones, about how to start thinking about your 2L job search when you're still a 1L. Your Law School Toolbox host today is Alison Monahan, and typically I'm here with Lee Burgess. We're here to demystify the law school and early legal career experience, so that you'll be the best law student and lawyer you can be.

Together we're the co-creators of the [Law School Toolbox](#), the [Bar Exam Toolbox](#), and the career-related website, [CareerDicta](#). I also run [The Girl's Guide to Law School](#). If you enjoy the show, please leave a review or rating on your favorite listening app and if you have any questions, don't hesitate to reach out to us. You can always reach us via the [contact form](#) on LawSchoolToolbox.com, and we would love to hear from you. With that, let's get started.

Alison Monahan: Welcome back to the law school toolbox podcast. Today we're talking with ex-BigLaw recruiter, Sadie Jones, about how to start thinking about your 2L job search as a 1L, and really whether you even need to do so. So welcome Sadie.

Sadie Jones: Thanks for having me back.

Alison Monahan: My pleasure. And this episode is actually based on a question we got from a listener, who is a second-semester 1L. And they were wondering what they should be doing right now to set themselves up for a summer job as a 2L. Well the first answer that we gave is simple, right?

Sadie Jones: Yes, the first answer is maybe don't focus on it right at this moment in the year. And I would really focus on your grades, making sure that you have the strongest transcript when you get done with the semester that you can. Because that really is going to be the most important thing.

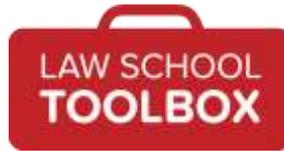
Alison Monahan: I agree. I think sometimes in the second semester people maybe slack off a little bit, maybe they're frustrated with their grades the first semester, so they don't try as hard. But I think anything you can do to get your grades as high as they can possibly be this second semester 1L year, that's going to set you up for long-term success and can make a real difference. So not to say that you can just ignore everything else completely, but I think focusing on your grades is actually the best thing you can do to set yourself up for a later job, right?

Sadie Jones: Absolutely. And I think something to remember here is that employers really look at the trends. So if you didn't do as well first semester, but you do a lot better second semester, that is going to be something that you can explain in your story, which we've talked about before. So I think that's important. I think if the opposite is true, I think that can reflect kind of worse on you.

Alison Monahan: Poorly.



- Sadie Jones: Yeah, if you did better first semester, and then it does look like you sort of slipped up second semester, that's going to kind of say there's a downward trend.
- Alison Monahan: Right, I had a downward trend.
- Sadie Jones: Oh, I bet it wasn't that bad.
- Alison Monahan: It wasn't that bad, but I was also clinically depressed. So given the situation I figured probably some slippage was going to happen, which it did.
- Sadie Jones: And I mean there's a reason for that. But if you're just slacking off for whatever reason, I think that is not going to look good.
- Alison Monahan: Yeah, I mean I didn't do terribly, it just wasn't quite as good. I mean to be fair, I did very well first semester, which is what caused me to become clinically depressed about the stress. But anyway, that's a different podcast. Probably we've already recorded that one sometime, or at least written about it. All right, so basically, I think the key is here focus on your academics. But I do think that there are things people should, or could, at least be doing or thinking about, right?
- Sadie Jones: Absolutely. And I think also if you kind of have the academics covered, and you feel like you're able to balance things, and you're handling things pretty well. I think it's fine to add in a little bit more in terms of your job search.
- Alison Monahan: Yeah, I don't think it's going to hurt you to at a minimum, I think this is the time to start thinking about what you'd like to do. Maybe start making a plan, getting your application documents together, things like I mean what is the basic timeframe for applying for the type of jobs you're interested in? That is something you'll probably be wanting to answer right?
- Sadie Jones: Definitely, and you probably want to calendar it and give yourself deadlines, I think is always a good idea. Sort of reminders, okay I want to have this done by this time. And give yourself plenty of room. I don't think you want to be in a situation where the application's due, and you don't have your final resume done and it's the night before and you're up late, that's when mistakes are going to happen. So give yourself plenty of breathing room.
- Alison Monahan: Yeah, I think that's absolutely right. So these are things that you could go and discuss with your career services office, even now. These are the type of jobs I'm considering, and we'll talk in a little more detail later about some different things. But if you're considering government work, or pro bono work, or BigLaw work, or whatever, they're going to at least be able to tell you, "Okay well this is when those jobs typically start taking applications." Because often this is really



formalized. If you're trying to get a BigLaw summer position, you're probably going to try and get that through on campus interviewing, which starts at a certain time. And same thing with government stuff, these tend to be pretty structured in terms of what's the timeframe in which they're accepting applications? Public interest could be more fluid, but maybe not. You need to know the answers to these things.

Sadie Jones: Yeah, being organized here is key.

Alison Monahan: Yeah.

Sadie Jones: Because it's also going to make you stand out, because a lot of people aren't. So you be the one who is.

Alison Monahan: Yeah, exactly. If you're the one who actually applies the first day they open the application, that's going to look good for you. You also need to know what is the basic process for applying for the type of jobs you're considering. I mean you might just think oh you send out applications, right? But no, OCI is different from government jobs, which is different for public interest jobs, which is different from small firms. You need to kind of understand how this happens.

Sadie Jones: Absolutely, and you should be well versed in whatever area you're looking at. And maybe you're applying in multiple areas so you want to keep things straight, because maybe you have different resumes for each one.

Alison Monahan: Exactly. You may have a different process, you might be applying for government jobs, but also for public interest jobs. And you might want to emphasize different things for different aspects of that. I mean if you're applying for the DA's office, you're probably going to emphasize something different than if you're applying for the Bronx Defenders.

Sadie Jones: Right.

Alison Monahan: Those are kind of different things.

Sadie Jones: Well you don't want to mix it up, or have a different story. You want to make sure that you are super clear. And I think that [we've talked about lots of ways to keep yourself organized before](#), and this is a situation where I think with your job search, you need to.

Alison Monahan: Yeah, and also if you're applying at different locations, I think that's also worth thinking about. Because say that you are in law school in one place, but you are from a different place and you think you want to return there and you're going to be working there this summer, well that might be a great time to do some groundwork in a way that you can't do if you're away at school. So I don't think



you need to get totally stressed over all of this, but I think now is a good time to be thinking through these options.

Sadie Jones: Yeah, I mean in a way doing it now is what's going to alleviate the stress later.

Alison Monahan: Exactly.

Sadie Jones: Because you're going to have plenty of breathing room.

Alison Monahan: Exactly. I mean now it's so far off in the future you're just kind of brainstorming. But when it gets to be after school has started and you're running around like a crazy person as a 2L, that's going to be a lot more stressful. Another thing that I think people should be aware of generally are your school's funding deadlines. So if your school provides say public interest funding, sometimes that's automatic and you just have to apply for it, but sometimes it's not and it's a competitive process. So you're going to need to have everything ready to go for that. Again, you know the time frame, you know the process, because frankly you kind of want to get paid.

Sadie Jones: Yeah, and it's on you. You don't have anyone else to blame if you miss a deadline or you don't do it right. Because I find that a lot of people, "Oh well this wasn't clear," or all these kinds of things. It doesn't matter, it's going to be your problem.

Alison Monahan: Yeah, exactly. You're the one who wants the job, you're the one who wants the funding. So you're the one who needs to figure out how to make it happen. That's not to say there aren't people who can help you, I think this is a great time also to start building that relationship with your career services office.

Sadie Jones: Yes.

Alison Monahan: Like these are the people who can help you understand all of these timeframes and deadlines, this is what they do, they can help you with your application documents, your resume, your cover letter. And as we've talked about before, you kind of want to be friends with these people.

Sadie Jones: Yeah, that's what I was going to say, this is the time to bake some cookies and show up, and make sure that they remember you as the person. I think I've talked about this before, but I think baking is an excellent way to make friends. And I think that they have so many students, and yes, it's their job to help everybody. But why not be somebody they remember in a positive way because you were extra nice, or did something nice, or someone who has a good attitude?



Alison Monahan: Right, and this is probably kind of a down time for them as well because they're not really ramping up for the big push for OCI and things like that right now. So they're probably likely to have more availability, be less stressed out. So again if you're trying to avoid everyone's stress, this is a great time to go and make friends and chat up your career services office. Because they're also less stressed than they will be in August.

Sadie Jones: Definitely. And they might have ideas that you haven't even thought of, or they're in touch with all these employers, they have relationships. So I think you have to use it as an opportunity to learn from them.

Alison Monahan: Right, and I think it's fine at this point particularly too, this kind of early stage to go in and say, "Well I'm not entirely certain what I want to do. I'm considering these couple of different options. Can you kind of give me an idea about how that might work? What do you think my odds are? How would the process work? That kind of a thing in way where, again in September or October they're going to kind of expect you to have figured this out already.

Sadie Jones: Yeah, and especially I think if you have something that you need to explain or that you're concerned about. That's something I would think about way ahead of time, how is this going to come across, or whatever it is. Or like we talked about, you're going to apply in a different city and you didn't get a 1L job there. So you're trying to figure out how you can position yourself?

Alison Monahan: I think this is a great time to go and pick their brains, make a couple of appointments, talk about stuff. Maybe bring back your resume or cover letter, get some more feedback on it, that kind of thing, because they are going to have availability. Yeah, so let's talk specifically before we dive into a couple of other things. Let's just talk specifically about some things that might be coming up that people probably do want to give some thought to at this point. So first up, Sadie, tell us about OCI. What is that?

Sadie Jones: So it's on campus interviewing. And we do have some episodes specifically on this topic if you'd like to hear more in detail. But essentially, it's an organized recruiting process for mainly big to medium firms. And there are some other, I think there are government jobs that do participate in it sometimes. It's mainly a big firm thing at most schools though. It's usually at a hotel or sometimes at a school, and it sort of can be kind of a grueling process where you do lots of interviews.

Sadie Jones: But if that's the kind of job you're looking for, it really is your best chance to get that 2L summer job with them. Because that's how most people in the sort of big to medium firm market, that's how they're hiring. And it usually takes place somewhere around the end of July to the beginning of August, it used to be much later, but it's moved up quite a bit. So it's usually taking place right when



you're finishing your 1L job. Some people are still in their 1L job. So it's very tight to be ready for it then, and maybe you're busy in the summer.

- Sadie Jones: So that's why I would say you sort of want to think about it ahead of time. You're also going to be bidding for firms, and picking which firms you want to apply for. And I think there's different deadlines everywhere for that, but you want to make sure you know what the deadlines are and you've really done your research about your strategy for picking those firms.
- Alison Monahan: Yeah, exactly. I think this is definitely an area where it has moved forward a lot compared to what it used to be. And so you do definitely want to be ready for that. I mean you don't need to necessarily be stressing out in April about what firms you're going to bid on. But you do want to know that okay by the middle of June, I need to have this figured out. And again, have a plan for how you're going to do that.
- Sadie Jones: And kind of know what you're going to do if you don't get the firms you want. There're still options to write in or get added into schedules, so make sure you're really ranking what's important to you. Because I do think that you have more control in this situation than a lot of students realize.
- Alison Monahan: Yeah. I think just the more you can understand about that process, as you mentioned, we have a number of podcasts you can go and listen to about bidding and all these different things. But the more you understand the process, the more you can be strategic about it. And the more you can solve problems about bidding in different areas, or that kind of thing. But you definitely don't want to kind of just go into this blindly and pick your firms the night before and kind of hope for the best. Because it's a tough economy still, so that's unlikely to really pay off for most people.
- Sadie Jones: Absolutely.
- Alison Monahan: I mean I think the other thing people definitely want to be thinking about right now is if you don't have a 1L job. And again, [we just did a podcast on this](#), so go listen to it. But after grades, this is really one of the most important aspects of getting that 2L job. So you need to do this, you got to find a job for your 1L summer.
- Sadie Jones: Yes. And I think like we've talked about before, if you don't have one yet, you're probably not in super panic mode. But there may be a point where you are in panic mode, and you need to have a job of some sort. And it may not be what you wanted, and it may not be where you started out with this. But you're going to have to find something and make the best of it, because that's the thing you're going to be talking about in these interviews.



Alison Monahan: Right, and also, it's going to give you that opportunity to actually work in a lawyering context. So you're actually going to learn something, and it's going to give you something to talk about. So if you don't have that, it's just kind of a glaring gap on your resume, and things are not going to go well. So there may be career fairs, that kind of thing that you should be aware of. But definitely if you do not have a summer yet as a 1L, this is something you do actually really need to focus on. Yes, that should be your priority over thinking about the 2L summer for sure.

Sadie Jones: Yeah, you definitely don't want to be worrying about OCI if you haven't found anything to do as a 1L.

Alison Monahan: Yeah.

Sadie Jones: Good point.

Alison Monahan: I think also this is a really great time to look for real networking opportunities that might actually pay off and help you get a 2L job. And so by this I don't mean oh I'll just go to some random event and talk to two people. I mean like real stuff. So for example, doing a pro bono project in an area that you're interested in. That's a way that you can get tons of connections. You can get really good experience. You can meet people, it's a great thing to put on your resume. It's a great thing to talk about.

Alison Monahan: Presumably you're going to get something out of it personally, you're going to learn something. And the second semester, and hopefully you're a little more settled into classes, you're not feeling quite so much pressure. I mean as we said, you need to keep your grades up, but you probably do frankly have more free time. I think that can be a great place to really dig in. And even if you're just spending say five hours a week on this, it can really pay dividends.

Sadie Jones: Absolutely. And I think that there are lots of ways to get involved, either on campus or in the city that you're in. So bar associations, I know that a lot of employers work with affinity groups, or specific groups in a certain area, if you're interested in IP or whatever specifically. So they kind of do things to make relationships with people in specific areas. So if you know, I think that's a great way to do it. And just kind of make those relationships, make those connections. Especially if it is about something substantive that you want to do, I think that's great. And it's about sort of putting yourself out there, being prepared. I think as a 1L if you sort of prepare and try and be as polished as you can, you are going to stand out, because a lot of people don't. So I think that there's a lot of opportunity if you want to be proactive.

Alison Monahan: I definitely agree with that. I think a lot of 1L's kind of overlook a lot of these more off campus activities. And if you do show up to them, and you're



professional, and you have your elevator pitch planned and that kind of thing, you never know who you're going to meet. I've heard tons of stories of people getting connections or jobs through some random event that they went to at some affinity group, or the Inns of Court or whatever it is. And oftentimes they'll let you show up for free, or for very, very reduced price. So I think this is an overlooked area of networking.

Alison Monahan: Another thing I like is say a volunteer group that's doing a project of some type. Not necessarily a pro bono project, but say more along the lines of going to a food bank or something like that and volunteering for a few hours as members of the local bar association. That kind of thing, fantastic. People are there, they've got nothing to do except sort beans and rice. They're chatting, they're going to ask you about yourself. It's a very good way to make ... I feel like it's just a more solid type of connection than you can make just going to some mixers.

Sadie Jones: Definitely. I think that yeah, doing something and doing something together with a group. I just think it's kind of, like you said, sort of a better way to really connect with people, and they're going to remember you. And I also think a lot of times not a lot of people do it. I was surprised about how many things we would host, and not that many people would show up. And I felt like it was a great opportunity.

Alison Monahan: Yeah, talk some more about that. Because I know at Columbia they had these sort of evening receptions at different firms and groups through I think you mentioned maybe mock interviews. What kind of stuff might be showing up?

Sadie Jones: Yeah, so I mean I think mock interviews is a top thing. And I know at any place I've worked, we would always send attorneys to do it, and sometimes schedules wouldn't even be full. We would either send them on campus or sometimes invite them to our office. We would also do things where we would have a tour of the office and a sit down with let's say the partner in charge of the office, even the chairman of the firm. That is such a good opportunity to show up and be prepared and be interested and chat with people in that kind of environment is great.

Sadie Jones: And it also gives you a chance to really see what it's like. A lot of people have never even been to a law firm before in that situation. So I think those are great. We would sometimes send speakers on campus to do a talk about a specific subject that the law school was interested in. Again, usually in a specific area. And I think even if it's maybe not your top area, I think it's great to go to those. You might learn something, you definitely can chat with people afterwards. So there's some examples.



- Alison Monahan: Yeah, and I think this is a great place to bring your professors in too. Because you can show up to office hours as a current student, or a former student of theirs, say a professor you liked last semester. I'm sure they would love it if you dropped by in office hours just to chat for a few minutes. And they may have advice for you, they may be looking for an RA or something along those lines. But you can also just talk to them generally about, "Hey I'm interested in doing this type of work. How do you think I might do that? They may not have any useful information, but they might. You don't know.
- Sadie Jones: Yeah. I think that you need to be proactive here and put yourself out there. And some things are going to lead to something, some things won't. But I don't think any of this is sort of a waste of time.
- Alison Monahan: No, I think casting a wide net here, but really trying to be strategic about it, not just going to every possible event. But really thinking through okay I'm going to go to these two things this week, and I'm really going to try to talk to five people or whatever it is. Kind of set yourself some mini goals, that kind of thing.
- Sadie Jones: Yeah, I think that's really important. I will say that you can tell if a student's just there for the free food, and I sort of remember people. And I understand that some students are going to do that, but that just feels icky to me. So go and act interested, and really chat with people. And don't just ... I don't think that just going for the free food and leaving or chit chatting with your friends is a great idea.
- Alison Monahan: Yeah. I think there has to be a balance. And say you're someone who's very introverted, you really don't feel comfortable putting yourself out there. I think that is one of those places where doing more of a group activity, like the volunteer or something like that, can really be helpful. Because you don't actually have to talk that much, people are probably going to approach you. Just, "Hey can I share your table to bag these beans?" It just gives you an easier way to break in for a lot of people, than standing there with your glass of white wine kind of thinking is anyone going to talk to me? Is this a total waste of time?
- Sadie Jones: I think this is sort of practice round too, especially if these things are sort of early, because you're going to have to do a lot more of this.
- Alison Monahan: True.
- Sadie Jones: So you might as well do it when the stakes are sort of lower at this point.
- Alison Monahan: That's a great point. I think if you are someone who's really either hasn't been in this scenario before, or is just temperamentally kind of uncomfortable with this type of networking. These are great opportunities to practice, and to really do structured practice. To set yourself that goal of okay, today my goal at this event



is to approach at least two people and talk to them. It doesn't have to be like I'm going to get their card and they're going to offer me a job. It's really just like you're standing by. You see people standing by the food table alone and you go up and ask them, "Hey that looks good. Have you tried that yet?" It doesn't actually have to be any harder than that.

Sadie Jones: I know we would talk a lot of it's, let's say the event's on a Monday, Tuesday, "How was your weekend?" Come up with some things that are easy conversation starters. And I don't think it's silly to sort of write them down, have them in your head ahead of time, especially if you're somebody who's not usually comfortable in these situations.

Alison Monahan: Yeah, exactly. And again, you want to have the answer to the question, "What are you interested in? What type of work are you interested in?" You want to have your spiel prepared. Like, "Oh I'm a 1L at whatever school, and I'm kind of interested in doing this, and that's why I came to this event. What type of work do you do?" Done, the conversation is started, you can check off one of your people.

Sadie Jones: Yep.

Alison Monahan: This can also be a good time to do some informational interviews, particularly say if you want to work in a different location from your school. If you go to that area during spring break, I think it can be a fantastic opportunity just to reach out and try to set some stuff up. So that when it comes time to really start that job hunt in that market, you're not hitting the ground kind of from scratch. You've at least built some connections with people that maybe you can call up again, say "Hey I really enjoyed meeting you in the spring. I'm back looking for jobs now, can we catch up?" or whatever.

Sadie Jones: And I think it says a lot that you got yourself there, you made the effort. I think just sort of doing that and making it clear to people that you're serious about it, you paid to send yourself there. You set up meetings, or coffees with people or things like that, or maybe went to an event or something. I think that says a lot.

Alison Monahan: Yeah, I mean it makes you stand out from that person that they've never seen before when it's later in this process.

Sadie Jones: Yeah, for sure.

Alison Monahan: When it's later in this process. Yeah, anything you can do to get those warm introductions I think is going to help you a lot later in that process. Particularly if you're going outside of kind of one of these formal processes, like OCI. Speaking of, so there are some useful non-school options that people should probably be



considering if you're not going down that kind of big firm pathway. So things like national public interest job fairs, diversity career fairs, things like that.

Alison Monahan: If you just Google this, you can find a ton of options, well, not a ton, there are only a few basically across the country that you need to know what they are. And a lot of these have early registration deadlines, or you need to submit your materials. But if you are interested in doing public interest work for example, there are a few fairs that you basically should probably plan to be at. And now is the time to start thinking about that. Is there any possibility your school might help you with travel expenses, or with the registration fees, or things like that? And if not, how are you going to fund that? You need to really think through this.

Sadie Jones: Yeah, and I think that's a situation definitely where starting earlier is going to help you. And the thing with all of these is like if you miss the deadlines, that's it, there's no leeway with this kind of stuff. And it's the kind of thing where they're actually giving you a lot, so you should appreciate that and take advantage of it.

Alison Monahan: Yeah, absolutely. There definitely are people who will be on the ball, so you want to be one of those people.

Sadie Jones: Yeah, and the thing about a lot of these types of fairs are they happen before OCI, and there are a lot of strong candidates who are going to get jobs through OCI also, but they want to get in early. So it's not like ... you're competing against really strong people, so you want to do the best you can.

Alison Monahan: Yeah, absolutely. So yeah, basically spend an hour Googling the stuff. Put it in your calendar, figure out which ones are most relevant to you, that kind of thing. Closest, easiest to attend versus have the most employers, that kind of stuff. And just kind of decide, okay I'm committing to doing this.

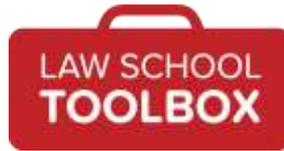
Sadie Jones: And I also think this is a situation where you could talk to career services too.

Alison Monahan: Oh for sure.

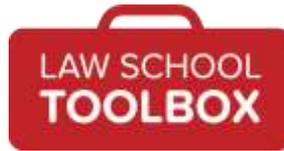
Sadie Jones: Just in case you aren't sure. I think they'd appreciate that you're looking into it, or you could ask them their opinion, or if they know people have gotten hired at a thing, stuff like that.

Alison Monahan: Yeah, exactly. And a lot of schools have a specific public interest office. So obviously you should be talking with them as well.

Sadie Jones: For sure.



- Alison Monahan: And also a lot of these, in the spring, a lot of these groups on campus, or offices on campus, are going to be doing information sessions. And that is also something that you probably should think very seriously about attending. I mean I don't think if you're planning to do OCI you should skip the orientation OCI session for example. Or if you're planning on getting a public interest job, that you should just blow off the public interest career lunch time lecture. That would be silly.
- Sadie Jones: Yeah. I think there are a lot of things for you to take advantage of, and I'm surprised at how many students don't.
- Alison Monahan: So make yourself stand out.
- Sadie Jones: Yeah, and a lot of groups on campus, like if you're in different clubs and things, they're often willing to look at your resume, cover letter, sometimes they'll have job hunt type of things. So just take advantage of all of this stuff. Why not?
- Alison Monahan: And one thing about groups on campus, sometimes you can get sort of a role in the group, like an official title. And it doesn't necessarily involve that much, but a lot of times that can help you make connections to employers because that's who they reach out to. And so I think that's a great way to sort of get involved.
- Sadie Jones: Yeah, or also you can invite people to speak. And people if they don't end up doing it, they're flattered.
- Alison Monahan: Definitely.
- Sadie Jones: So yeah, if you join it's pretty easy to be the Vice President of the sports law association or whatever. Trust me I was a VP of a lot of things.
- Alison Monahan: Wow.
- Sadie Jones: Well because it doesn't require very much effort, but it looks good, and you meet people, and now you're a board member. I mean I don't think you want to be the president, because then you have to actually run it. But you get access to a budget, you can throw parties, there are a lot of benefits really to being on the board of these different organizations.
- Alison Monahan: I agree.
- Sadie Jones: Obviously if you are struggling with your grades, or you're really struggling with your career plan, you can get outside help, or we can help you. But there are people at your school typically who can help you, so exhaust those resources. Finally, let's talk a little bit about how to use your 1L job over the summer as a way to set yourself up for some 2L options. Do you have any thoughts on that?



Alison Monahan: Well I think you want to do a really good job and be liked at your 1L job, and have references from there. And hopefully have work that you could show people or talk about. Like maybe you get a writing sample, so things like that are really important. So I would take it really seriously, whatever it is, and make sure that you're learning the most, that you can talk about it. Another thing that I think we've talked about before is like if you want to be in a certain market, if it's a different city from where you are, then finding a 1L job there is a really great way to pave the way for a 2L job there. So I think there are things, getting jobs in certain areas, that can help you if that's what you want to do as a 2L. But that's really going to be the thing that they're looking at, that's sort of your legal work experience when you're interviewing for the 2L jobs.

Sadie Jones: I completely agree with all of that, this is not a job that you should blow off in any way. You want to go be enthusiastic, do solid work, show up on time, be reliable. And I think also it's a great idea to keep in touch with people that you really connected to, and may be a way to connect to people is to go for coffee each week with someone different, that kind of thing. Take advantage of all the lunches and stuff that your employer is offering, because oftentimes they'll have like lunch and learn sessions. But also keep in touch after the summer, and you can follow-up a month later or whatever being like, "Hey I'm in the middle of my job search. Can I take you for coffee and kind of get your thoughts on my couple of options," that kind of thing? People generally want to do that if you've made a good impression. And these are people that you want to have on your team.

Alison Monahan: Definitely. So I think there are people who don't take it that seriously. Or even as they're kind of getting their story together and describe what they did 1L summer, I feel like they sort of downplay it. But I think it's really important to talk it up, to make good relationships, and to make sure you have something solid that you're going to be able to talk about later.

Sadie Jones: Right. Another great piece of advice I got once was for every single assignment that you do in a job, however minor it might seem at the time, to put that in a document, and describe who you worked for, what you did, what your role was, that kind of thing. So that later when it comes time to put all this stuff on your resume, you're not scratching your head saying, "What was that thing I did?" And it's so much easier to do that in real time than it is to do that a year later.

Alison Monahan: I think that's great, and then you can kind of figure out what are the most important, what are the most substantive, what makes sense to go on your resume. And then I think, and then it does help you when you're sort of putting together the story.

Sadie Jones: Exactly.



Alison Monahan: Well unfortunately with that, we are out of time. For more career help, and the opportunity to work with us one-on-one, check out [CareerDicta.com](https://www.careerdicta.com). If you enjoyed this episode of the law school toolbox podcast, please take a second to leave a review or rating on your favorite listening app, because we would really appreciate it. And be sure to subscribe so you don't miss anything. If you have any questions or comments, please don't hesitate to reach out to Lee or Alison at lee@lawschooltoolbox.com or alison@lawschooltoolbox.com. Or you can always contact us via our website contact form at [lawschooltoolbox.com](https://www.lawschooltoolbox.com).

RESOURCES:

- [Podcast Episode 7: Time & Life Management Basics](#)
- [Podcast Episode 55: An Overview of BigLaw OCI](#)
- [Podcast Episode 140: OCI Strategy \(w/Sadie Jones\)](#)
- [Podcast Episode 179: What to Do If You Still Don't Have a Summer Job \(w/Sadie Jones\)](#)
- [CareerDicta: Strategies & Resources for Your Legal Career](#)