<table>
<thead>
<tr>
<th>Type of Employment</th>
<th>When to Apply</th>
<th>Qualifications</th>
<th>How to Apply</th>
<th>Resources/Background</th>
</tr>
</thead>
</table>
| Large (100+ Lawye & Medium (50-99) Firms | Law Clerk - Summer, fall or spring after 1st year (local firms) | With largest out of state firms, contact between Dec. 1 (before grades) to express interest. Will need to provide academic standing (rank) proof after first semester grades are received in mid-January, but no later than Feb 15. For in-state firms, participate in Spring OCIs. | o Strong GPA-minimum: top 25% of class; out of state firms may require top 10-15%  
 o Law Review intent/status  
 o Moot Court intent/status  
 o Other outstanding honors/awards or experiences | o Symplicity, if applicable  
 o Networking at Spring events; Pulaski County Bar (PCBA) monthly luncheons - 2nd Friday  
 o Attend firm receptions if invited  
 o Law firm web sites  
 o NALP Directory of Legal Employers (online) can develop database for mailings: www.nalp.org  
 o Self-initiated contacts  
 o Online resources  
 o Martindale-Hubbell in UALR/PC Library & online at www.martindalehubbell.com |
| Medium (11-49) & Small (2-10) Firms (The majority of AR firms fall into this category) | Law Clerk- Summer after 1st and 2nd year; fall and spring of 2nd and 3rd year | Locally, participate in spring and fall OCIs; regionally and nationally, send cover letter expressing interest, resume, references between Dec 1 and Feb 15 for summer; transcript in Jan. Send resume, cover ltr, transcript & ws by Sept 15 for Summer Associate spots for next calendar year. For local firms, apply late fall and early spring. Most hire as need arises | o Usually prefer:  
 o Strong minimum GPA: 3.00  
 o Law Review and Moot Court a plus  
 o Prefer completion of legal research and writing courses and Civil Procedure, but may not be required.  
 o May have other criteria like Rule XV certification | o Symplicity job postings  
 o Informational interviewing  
 o Networking activities  
 -Professional Mentor Prog.  
 -Mock Interviewing  
 -Workshops  
 -Information / Job Fairs  
 o Relevant work experiences  
 o Networking: PCBA monthly luncheons - 2nd Friday  
 o Student org events  
 o Referrals from 2Ls / 3Ls |
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<tr>
<td>In-house Counsel</td>
<td>Law Clerk-Summer after 1st year; fall or spring</td>
<td>A limited number of corporations offer summer programs for 1st year students. Research local and regional corporations in late fall, winter break and during the spring semester</td>
<td>May prefer business experience or background</td>
<td>o Send resume, cover letter, references &amp; transcript o Network with alumni and other professionals o Company web site o Lexis/Nexis o CSO employer data base o Martindale-Hubbell-Library &amp; <a href="http://www.martindalehubbell.com">www.martindalehubbell.com</a></td>
</tr>
<tr>
<td>Judicial Externships or Externships</td>
<td>Volunteer summer after 1st year</td>
<td>For academic credit, see Professor Kelly Terry for externship information prior to registration in fall and spring (<a href="mailto:ksterry@ualr.edu">ksterry@ualr.edu</a>). Note: not all judges accept externs or interns</td>
<td>Strong research and writing skills</td>
<td>o See Professor Kelly Terry for information o Apply directly to judges o Network <a href="http://vibhost.videsktop.com/aba/aba.html">http://vibhost.videsktop.com/aba/aba.html</a> o Judicial Intern Opportunity Program (ABA Litigation Section) o <a href="http://www.uscourts.gov">www.uscourts.gov</a> o Symplicity Job Bulletin o CSO employer data base o Lexis/Nexis</td>
</tr>
<tr>
<td>Research Assistant to Law Professors, Administrators, Law Librarians, etc.</td>
<td>After 1st year</td>
<td>Anytime</td>
<td>Legal research and writing skills Strong organizational skills</td>
<td>o Contact specific professors and administrators  o Network</td>
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<tr>
<td>Nonlegal</td>
<td>Summer after 1st year</td>
<td>Anytime</td>
<td>Will vary</td>
<td>o Send cover letter and resume  o Network</td>
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</tbody>
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