<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+ Lawyers) & Medium (50-99) Firms | Locally: Summer Associate positions - available the summer after 1st and 2nd year of studies; Law Clerk during school year | Generally, during Fall/Spring OCIs locally. Send cover letter, resume, references and transcript between August 15 and Labor Day for larger out-of-state firms. | Usually prefer:  
  - Strong GPA (3.25+); rank top 25% locally; top 10-15% regionally  
  - Law Review intent/status  
  - Moot Court  
  - Other distinguishing honors/awards or experiences  
  - Specific courses may be attractive | o Symplicity instructions, if registered for OCIs  
  - Regionally, send cover letter, resume, transcript & references to employers of interest  
  - Participate in local, regional and national job fairs  
  - Networking  
  - Watch announcements for additional recruitment programs  
  - NALP Directory of Legal Employers - www.nalp.org - develop database for mailing  
  - Employer web sites  
  - Networking at Spring event; PCB monthly luncheons - 2nd Fri  
  - Attend firm receptions if invited  
  - Self-initiated contacts  
  - Online Resources  
  - Martindale Hubbell-Library & www.martindalehubbell.com |
| Medium (11-49) Firms | Locally: Law Clerk positions - available the summers after the 1st and 2nd year; May work as Law Clerk during school year; contractual or short-term assignments on as-needed basis | Generally, during Fall/Spring OCIs locally; regionally and nationally, apply between August 15 and Labor Day for Summer Associate spots following summer. Locally and nationally, hire only as need arises, some may not recruit every year | Usually prefer:  
  - Strong GPA (3.25+); rank top 25% locally; top 10-15% regionally  
  - Law Review  
  - Moot Court  
  - Other distinguishing honors/awards or experiences  
  - Specific courses may be attractive, but depend on employer.  
  - May have specific course requirements | o Symplicity, if applicable  
  - Send cover letter resume, transcript & references  
  - Fall and Spring OCIs  
  - Network with current students, professionals, especially grads  
  - Participate in local, regional and national job fairs  
  - Symplicity  
  - NALP Directory of Legal Employers - www.nalp.org - develop database for mailing  
  - Job postings on Symplicity  
  - Informational interviewing  
  - Spring networking activities:  
    - Professional Mentor Program  
    - Mock Interviewing  
    - Workshops  
    - Information / Job Fairs  
  - PCB monthly luncheons - 2nd Friday  
  - Referrals from other students from smaller category of firms  
  - Career Services employer database  
  - Professors |
<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>
<tbody>
<tr>
<td>Small (2-10) The majority of AR firms fall into this category)</td>
<td>Law Clerk - Summer, Fall and Spring terms; contractual or short-term assignments on as-needed basis</td>
<td>Locally, anytime, especially late Fall and Spring; fewer participate in formal OCI process. Generally, hire only as need arises</td>
<td>o Prefer completion of legal research and writing course and Civil Procedure; may not be absolutely required for every employer</td>
<td>o Symplicity Job Postings&lt;br&gt;o Informational interviewing&lt;br&gt;o Spring networking activity&lt;br&gt; - Speed Networking&lt;br&gt; - Mock Interviewing&lt;br&gt; - Workshops&lt;br&gt; - Information / Job Fairs&lt;br&gt; o Networking: PCB mthly lunches - 2nd Fri&lt;br&gt; o Personal networking efforts&lt;br&gt; o Referrals from other students&lt;br&gt; o CSO employer data base</td>
</tr>
<tr>
<td>In-house Counsel</td>
<td>Law Clerk-Summer, Fall and Spring terms</td>
<td>A few corporations offer Summer programs for students. Research corporations in late Summer, early Fall and during the Spring semester</td>
<td>Business experience or background should strengthen application</td>
<td>o Send resume &amp; cover letter&lt;br&gt; o Network; attempt to find mutual acquaintances&lt;br&gt; o Symplicity&lt;br&gt; o Career Services resume referral service&lt;br&gt; o Send cover letter, resume, references &amp; transcript&lt;br&gt; o Network&lt;br&gt; o Symplicity Job Postings&lt;br&gt; o Informational interviewing&lt;br&gt; o Spring networking activity&lt;br&gt; - Speed Networking&lt;br&gt; - Mock Interviewing&lt;br&gt; - Workshops&lt;br&gt; - Information / Job Fairs&lt;br&gt; o Networking: PCB mthly lunches - 2nd Fri&lt;br&gt; o Personal networking efforts&lt;br&gt; o Referrals from other students&lt;br&gt; o CSO employer data base</td>
</tr>
<tr>
<td>Attorney General’s Law Clerk Program</td>
<td>-Thru Bowen Law School&lt;br&gt; -Janet Steiger Fellowship Program thru ABA Antitrust Section (national)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Type of Employment</td>
<td>When to Apply</td>
<td>Qualifications</td>
<td>How to Apply</td>
<td>Resources/Background</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------</td>
<td>----------------</td>
<td>--------------</td>
<td>---------------------</td>
</tr>
</tbody>
</table>
| Judicial Externships or Internships | Volunteer summer - anytime | For academic credit, see Professor Kelly Terry for externship information prior to registration in fall and spring (ksterry@ualr.edu). Note: not all judges accept externs or interns | Strong research and writing skills | o www.psjd.org  
o See Professor Kelly Terry for information on Externships  
o Apply directly to judges for Internships  
o Network |
| Research Assistant to Law Professors, Administrators, Law Librarians, etc. | Anytime | Anytime | Legal research and writing skills  
Strong organizational skills | o Contact professors/administrators  
o Network |
| Non-legal / Legal Related | Anytime | Anytime | Will vary | o Send cover letter & resume  
o Network |

**Notes:**
- www.uscourts.gov
- Job Postings on Symplicity
- CSO employer data base
- Lexis/Nexis
- Career Resources Library (binder)
- www.psjd.org
- See Professor Kelly Terry for information on Externships
- Apply directly to judges for Internships
- Network
- www.uscourts.gov
- Job Postings on Symplicity
- CSO employer data base
- Lexis/Nexis
- Career Resources Library (binder)
- www.psjd.org
- See Professor Kelly Terry for information on Externships
- Apply directly to judges for Internships
- Network