

STUDENT TIME-TABLE FOR APPLYING FOR JOBS

Texas A&M University School of Law

Career Services Officeⁱ

EMPLOYER	TYPE OF JOB	YEAR TO APPLY	WHEN TO APPLY	QUALIFICATIONS	HOW TO APPLY	ADDITIONAL RESOURCES
<p>GOVERNMENT:</p> <p>Federal (SEC, FTC, etc.)</p> <p>State (Attorney General, General Land Office, etc.)</p> <p>County (D.A.'s Office, County Hospital, etc.)</p> <p>City (City Attorney's Office, etc.)</p>	<p>Intern/Law Clerk during School Year</p> <p>or</p> <p>Intern /Law Clerk during Summer</p> <p>or</p> <p>Attorney after Graduation</p>	<p>2nd or 3rd</p> <p>1st or 2nd</p> <p>3rd or after graduation</p>	<p>Deadlines vary widely.</p> <p>Most federal agencies hire in the Fall. (one year prior to start date).</p> <p>Research each agency.</p> <p>Some have volunteer positions; some pay; some participate in our externship program (work for credit)</p>	<p>Similar to small/medium private firms.</p> <p>Some have honors programs.</p> <p>Go to REVS to bid on jobs offered by some state agencies participating in Fall on-campus interviewing (OCI) program, or if agency is not participating, send cover letter and resume directly.</p>	<p>Research each agency to determine specific procedure & note if specific application forms are required. (Note: some require applications to be submitted on line).</p> <p>Visit the Government Honors and Internship Handbook (contact CSO for a username and password to access) for federal jobs, and workintexas.com for State of Texas jobs.</p> <p>If in doubt, visit CSO.</p>	<p>Fedworld.gov Usajobs.opm.gov</p> <p>Specific agency websites</p> <p>Materials in CSO.</p> <p>TDCAA.com (Texas District & County Attorneys Association)</p> <p>See specific City website</p>
<p>PRIVATE LAW FIRMS:</p> <p>Small (<10) and Mid-Size (10-49)</p>	<p>Intern or Law Clerk during School Year</p> <p>or</p> <p>Intern or Law Clerk during Summer</p> <p>or</p> <p>Associate</p>	<p>2nd or 3rd</p> <p>1st or 2nd</p> <p>3rd or after graduation</p>	<p>Anytime, especially summer, early fall</p> <p>Late fall and early spring</p> <p>Anytime</p>	<p>Completion of legal research & writing. Civil procedure often preferred. Employer may have specific course preferences.</p> <p>Legal & other experience may count more than grades.</p>	<p>Most hire as needs arise; Send resume and cover letter and follow-up with personal phone call if no response.</p>	<p>See individual firm website, bar association websites,</p> <p>or</p> <p>Texas Legal Directory, or Martindale Hubbell Legal Directory (martindale.com)</p> <p>LEXIS/NEXIS or WESTLAW database</p> <p><i>The Texas Lawyer.</i></p>

EMPLOYER	TYPE OF JOB	YEAR TO APPLY	WHEN TO APPLY	QUALIFICATIONS	HOW TO APPLY	ADDITIONAL RESOURCES
<p>PRIVATE LAW FIRMS:</p> <p>Large Firms (50 +) & a few Mid-Size Firms</p>	<p>Intern or Law Clerk during School Year</p> <p>or</p> <p>Summer Intern or Law Clerk</p> <p>or</p> <p>Associate</p>	<p>2nd or 3rd</p> <p>2nd (1L's for a few specific firms)</p> <p>3rd or after graduation</p>	<p>Anytime (but note many large firms do not hire students during the school year.)</p> <p>2L's –Summer; send resume and cover letter in July (or interview on campus if firm participates in OCI.)</p> <p>The larger the firm the more likely that it hires primarily from its summer internship program from the previous summer. Additional hiring may take place to fill unanticipated needs or vacancies.</p>	<p>The larger the firm (and more national) the more a preference is given to strong GPA, participants in law review, moot court or students who have other honors/awards.</p> <p>The larger the firm (and more national) the more a preference is given to strong GPA, participants in law review, moot court or students who have other honors/awards.</p> <p>The larger the firm (and more national) the more a preference is given to strong GPA, participants in law review, moot court or students who have other honors/awards.</p>	<p>Apply directly to firm sending resume and cover letter.</p> <p>Go to REVS to bid on jobs offered by firms participating in Fall on-campus interviewing (OCI) program, or if firm is not participating, send cover letter and resume directly.</p> <p>The larger the firm the more likely that it hires primarily from its summer internship program from the previous summer. Additional hiring may take place to fill unanticipated needs or vacancies. Send cover letter and email.</p>	<p>See individual firm website, bar association websites,</p> <p>or</p> <p><i>Texas Legal Directory, Nalpdirectory.com</i></p> <p>or</p> <p><i>martindale.com</i></p> <p>LEXIS /NEXIS or WESTLAW database</p> <p><i>The Texas Lawyer</i></p>

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PUBLIC INTEREST ORGANIZATIONS/ FELLOWSHIPS	Intern or Law Clerk during school year (volunteer or paid)	2 nd & 3 rd	Anytime, but especially late summer and early fall.	Some hire in the fall and some do not hire until the spring. Often depends on what budget permits. Related experience & demonstrated commitment often outweigh importance of grades.	Send resume & cover letter directly to the organization; Attend public interest job fairs. (Especially the one at UT Austin in February.)	Equaljusticeworks.com PSJD.org Directories in CSO. See individual organization websites such as Peggy Browning Fund, Echoing Green, and Earthjustice.
	Intern or Law Clerk during Summer	1st or 2nd	Varies by organization			
	Attorney	3 rd or after graduation	Fall of 3 rd year, end of 3 rd year or after graduation.			
CORPORATE IN-HOUSE COUNSEL	Intern or Law Clerk during school year	2 nd & 3 rd	Anytime	Depends on the company. Some require high GPA; Others are more interested in student's interest coinciding with company business. Often requires 2-3 years law firm experience, unless staff is large.	Resume & cover letter may be sent at any time.	<i>Directory of Corporate Counsel</i> and other directories in CSO. Company websites. Local Bar Association Directories.
	Intern or Law Clerk during Summer	1st, 2 nd & 3 rd	Spring			
	or Attorney	3 rd Year	Anytime			
FEDERAL AND STATE COURTS	Summer Intern/Law Clerk	2L	Early Spring Check with courts' website early to determine if they take summer interns	Federal court positions are very competitive & require top academic credentials & usually Law Review. (Some geographical areas may be different.) State & local courts are more flexible in selection criteria although they still require proof of research and writing ability.	State Clerkship: Check with individual courts to see if clerkship offered & materials requested. Federal Clerkships: Most federal judges accept applications online at https://oscar.uscourts.gov	Almanac of Federal Judiciary Directory https://oscar.uscourts.gov/ http://www.txcourts.gov/ for Texas state court openings
	or Judicial Clerk/Briefing Attorney (for the year after graduation)	2L	Summer after 1L year/2L fall			

ⁱ For further information on any aspect of the Time-Table, contact the CSO at 817-212-4050, careerservices@law.tamu.edu.

Our office is student friendly. Information is also available on the school's website and on REVS. Please drop by and attend seminars concerning working for the various employers.