



Tips for Law Students: Managing a Virtual Job Search and Networking

Virtual Networking

- Build Relationships: employers may not have a job to offer at the moment, but they likely have time or can schedule time in the coming weeks.
- Update (or create) your network list (Who do you know? Who do you want to meet? Who can connect you?) Build a pipeline of professional connections and prospective employers.
- Connect with Mentors.
- Connect with alumni of your law school. Career Services can provide you a list.
- Join local and state bar associations in your desired market.
- Host virtual coffee/lunches.
- Conduct informational interviews via phone, Zoom, Skype, Google Chat, BlueJeans, or other online platforms (explore free trials/current offers).
- Volunteer! Stay engaged with your community, even remotely (Ex.: volunteer to lead a committee or assist with a virtual board meeting.) Remote pro bono opportunities are also available.

Job Searching

- Stay engaged with employers that you have already been in touch with/interviewed with. Send follow-up emails and outreach emails, share relevant articles, or pick up the phone and check in but do so with patience and understanding that hiring may be delayed.
- Suggest virtual interviews rather than postponing when possible.
- Work with Career Services.
- Consider summer externships, clinics, research assistantships and fellowships.
- Work with Legal Recruiters. Beyond knowledge of job openings, they may offer tips on updating resumes and trends in the legal market.
- Consider JD Advantage Positions – there are thriving companies and growing industries hiring.
- Consider virtual/telework positions. Think beyond local jobs.
- Be creative. Reach out to employers and offer remote services:
 - Online research
 - Writing, editing, and proofreading
 - Technical assistance with virtual communications, file organization or firm management
 - Designing PowerPoints or Prezi presentations
 - Creating e-newsletters or client alerts on current legal issues
 - Annotating documents
 - Electronic document review
 - Short-term/interim assistance, i.e. upcoming trials or large-scale projects

Building Your Brand

- Update your LinkedIn Profile and connections. Upload your resume.
- Keep your resume up to date: highlight transferrable skills, include interim/remote work assignments.



- Fine-tune your writing sample.
- Use your time to perfect your personal pitch and interview skills.
- Conduct virtual mock interviews with Career Services.
- Keep track of and reflect upon your transferrable skills (think: multitasking, adaptability, time-management, work ethic, handling adversity.)

Becoming an Expert

- Attend CLEs, Facebook Live presentations, or webinars to stay current on legal trends and to make new professional connections. Connect with presenters thereafter.
- Take courses (many are free) to increase technology proficiency OR to become well-versed in practice areas likely to grow: health care, tax, business re-organizations, bankruptcy, estate planning, elder law, cybersecurity, benefits and labor/employment.
- Consider writing a blog or short article on a current legal topic.

Manage your time. Set daily and weekly goals. Dedicate quiet and focused time to your job search, limit distractions, set up a workspace at home and REMAIN POSITIVE!