



Duquesne University School of Law 3L/4E/4P Career Planning Checklist

With the 1L, 2L, or Evening Division Handbooks as a foundation, graduating students are encouraged to read and act upon the following items during their last year of law school. Even if you have secured a post-graduate position, you can benefit from some of these professional development ideas.

1. Keep calm. Many law school graduates do not have jobs secured prior to their last year of law school, and many graduates continue their search after graduation. Remember that the Career Services Office is here to guide and help you with this!
2. Update your resume: include all recent jobs, awards, bar association memberships, law school engagement (student organization memberships, journals, trial team, etc.), and volunteer activities.
3. Join a bar association or renew your membership. Think about your geographic and practice area interests as you consider bar associations and professional organizations. Some are free, and some have a minimal cost to join.
4. Update (or create) your LinkedIn profile.
5. Join DukesConnect (your LinkedIn profile can be used for quick registration) and connect with law alumni who indicate that they are available to help fellow alumni and students.
6. Complete a Career Profile for Graduating Students.
7. Make an appointment with Maria Comas to discuss career search strategies.
8. Make good use of LinkedIn! Connect with professionals who work in your preferred practice area (especially Duquesne Law grads) and follow employers.
9. Attend law school programs and events. Whether in-person or virtual, these programs provide valuable information and invitations to connect with speakers.
10. Actively participate in your bar association of choice (See #3).
11. Keep track of who you have contacted and when. Refer to “The Kevin Bacon List” in the 2L and Evening Division Handbooks for tips.
12. Keep an open mind and apply for jobs that are not your dream job – the interviewing is good practice, and you may be surprised to find that you like an employer you haven’t considered.
13. If you do not have a job at graduation, shift your focus to the bar exam. Resume your job search efforts after the bar exam is over. And remember, the CSO is here to help!