

## Alumni Job Search Checklist

- I have reviewed the alumni resources available to me on the law school website under “Career Services”, and followed the instructions for requesting access to alumni job postings on [Symlicity](#). I am checking for new job postings at least twice a week.
- I have joined the Dallas Bar Association ([www.dallasbar.org/](http://www.dallasbar.org/)), and have signed up for at least one committee. Committees provide an excellent way to meet practicing attorneys. I have joined the Dallas Association of Young Lawyers (<http://www.dayl.com>) and have applied to join a committee. I have joined an out-of-state bar association, if I am looking outside of the Texas area.
- I have accessed the BYU Intercollegiate Job Bank to view other law schools’ graduate job bulletins. Contact [lawcareer@smu.edu](mailto:lawcareer@smu.edu) for access information.
- I have utilized [www.martindale.com](http://www.martindale.com) to tailor job searches to small firms where there are SMU alumni.
- I have given my contact information to the Alumni office so that I can receive invitations to Alumni events (for networking purposes).
- I have created a Microsoft Excel Spreadsheet, or a chart, to keep track of my job search contacts and communications that I have sent out.
- I am looking at job search websites such as [www.indeed.com](http://www.indeed.com), [www.careerjet.com](http://www.careerjet.com), [www.simplyhired.com](http://www.simplyhired.com) (job search aggregators), [www.lawjobs.com](http://www.lawjobs.com), and I am considering subscribing to [www.attorneyjobs.com](http://www.attorneyjobs.com) and/or [www.emplawyernet.com](http://www.emplawyernet.com) to expand available job listings.
- I have researched the Dallas Volunteer Attorney Program (<http://www.dallasbar.org/dvap/>) through the Dallas Bar Association to see if there are pro bono opportunities that I can pursue to enhance my profile in the legal community and develop my skills.
- I am having at least 1-2 in-person networking meetings a week.
- I have contacted several agencies that place attorneys in temporary positions. (See “Agencies for Contract and Temporary Work” found on the law school website under “Career Services”, “Alumni”).
- If I am conducting an out-of-town job search, I have (1) contacted the Office of Career Services to obtain reciprocity to utilize another career services office in that state (not available July-October at most schools, due to on campus recruitment) and (2) obtained an SMU alumni list of practicing attorneys in the out-of-town area.
- I have looked into taking CLE classes (Continuing Legal Education) in practice areas that interest me. I mention these courses in my cover letters when appropriate. Consult bar association websites and the Practicing Law Institute ([www.pli.edu](http://www.pli.edu)) for CLE information.