MSU Law – Career Services Office – Career Readiness Guide

How to become Career Ready:

1. Plan to Succeed - Assess your skills and network and identify what you offer to employers.
   a. Continuously update your Symplicity profile, including your contact information.
      • Indicate geographic and practice area preferences.
      • Monitor job postings. (Many are from employers seeking MSU Law grads.)
   b. View the Competencies for Career Success Webinar.
   c. Consider how your summer and externship experiences can contribute to your overall employment strategy.

2. Network - Reach out to alumni for informational interviews and “shadowing” opportunities, attend events at MSU Law, and get to know faculty and fellow students.
   a. View the Networking: Connecting for Career Success Webinar.
   b. Learn how to locate alumni of MSU Law, MSU, and your undergraduate institution by viewing the Leveraging LinkedIn: Profile Tips & Alumni Search Tool Webinar.
   c. Follow the CSO's Networking Checklist.

3. Perfect Your Resume - Update your resume throughout law school to demonstrate knowledge and competencies.
   a. View the Creating Your Legal Resume Webinar.
   b. Follow the CSO's Resume Checklist.

4. Perfect Your LinkedIn Profile - Continuously improve your LinkedIn profile, striving to perfect it.
   a. View the Creating an Effective Profile and Leveraging LinkedIn Webinar.
   b. Follow the CSO's LinkedIn Checklist.

5. Perfect Your Cover Letter - You must take the time to draft a personalized, tailored cover letter for each application.
   a. Follow the CSO's Cover Letter Checklist.

6. Interview Successfully - Improve your interviewing skills through structured practice.
   a. Conduct mock interviews with the CSO.
   b. Conduct mock interviews with faculty members.
   c. Follow the CSO’s Interviewing Checklist.

Why do these things?

Plan
- Symplicity profile information allows the CSO to share job opportunities that match students’ preferences.

Networking
- You never know who may be able to influence your future: focus your networking, but recognize that connections can be made in any setting.
- Someone does not need to be a lawyer to be helpful in a legal-career search.

Resume
- Employers typically spend less than 10 seconds to review a resume. One page of very strong content is best. Resumes must be readable and error-free.

LinkedIn Profile
- Your profile provides one of the best opportunities to increase your visibility and credibility with members of the legal community.

Cover Letters
- Employers notice when law students submit obviously generic cover letters.

Interviewing
- A weak handshake, poor eye contact, or failure to smile confidently can sink the interview.
- Be prepared to nail basic, open-ended questions, but also research the employer to prepare for specific questions.

Be sure to fill out the graduate employment survey found on the CSO’s website once you have secured employment.