
CDO: Summer

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Subject: CDO: Summer
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Congrats on being just about finished for the semester. These are uncertain times for everyone and we admire the flexibility, resiliency, empathy, and positivity so many of you have demonstrated. All employers will be placing a premium on those traits in the weeks and months to come. We will be in touch again after finals, but we wanted to point you to a few resources in the meantime.

LISTSERV FOR SUMMER SEEKERS

If you do not yet have a summer position (or your summer position has fallen through) please sign up [here](#) to receive information about open opportunities, if you have not already done so.

SUMMER JOB SUCCESS TIPS

For those of you with a summer position lined up, we suggest you check out our "How To Succeed" resources (both public interest and private sector) in the Job Application Tools section of the [Career Resource Library](#) (remember the password to the CDO website is "cdoaccess").

Many of you will be working in public interest/public sector/externship positions, so be sure to look at the [short \(7min\) video](#) with success tips specific to those settings. Your approach, by the way, in these mostly volunteer settings should not be any different than if you were a paid employee -- **work hard, be professional, and come away with a good reference.**

Our online Career Resources Library also includes links to webcasts from the last few years' "How To Succeed" presentations, including the one we recorded just about ten days ago, which contains specific tips about working remotely. Each of the older webcasts has different presenters and offers a unique perspective, so we suggest listening to as many as your time will allow.

ADDITIONAL TIPS FOR WORKING REMOTELY

To help you further in meeting the challenge of working remotely, the CDO PIPS team, in collaboration with the Office of Field Placement, is offering a virtual program on **Thursday, May 28, from 12pm-1pm** on "How to Make the Most of Your Remote PIPS Summer." More information, including the Zoom link, will be sent out in May.

SECURING AN EXCELLENT JOB REFERENCE

One of your top goals this summer – in addition to further developing your legal writing and analytical skills – ought to be starting to build your professional network and establishing productive working relationships with practicing attorneys who will be willing and able to serve as a reference for you in your next job search. Your relationships need to be such that your references can enthusiastically attest not only to your legal research and writing abilities, but also your work ethic and attitude.

Establishing these kinds of relationships is important even if you decide that you are not a good fit with your summer employer. If you are experiencing difficulties/potential difficulties of any kind in your summer workplace, please do not hesitate to contact us.

TELL US WHERE YOU'RE WORKING

If you haven't already, please let us know where you're working this summer by clicking the "Summer Employment" quick link of the [b-Line](#) homepage (look

under “Shortcuts” on the right sidebar menu). This will enable us to send you information relevant to your employer, practice area, and/or geographic region.

Remember that the CDO is fully staffed and open during regular business hours throughout the summer, so call or send us an email if you have any questions or concerns over the course of your summer experience.

Those questions could involve whether/when/how to:

- Disclose the need for an accommodation
- Ask for, or process, feedback on your work
- Deal with harassing or some other problematic behavior
- Navigate social events (to the extent there are any)

Or anything else for that matter! You can find our contact information [here](#).



CDO



PIPS NEWS



PRIVATE SECTOR NEWS

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