

OCI DECODED:

Preparing Your Best Self

Key Takeaways



RESUME BUILDING

1

Your Resume Should Reflect Your “Brand” – Tell your future employers about what makes you “you”!

2

Soft Skills Matter – Include activities or experience that show your problem-solving, communication and team-building abilities.

3

Be Concise – Keep your resume to one page.

4

Do Include Hyperlinks to Your LinkedIn Profile – Make sure your profile is consistent with your resume.

5

Proofread – Make sure you have others proofread your resume. Attorneys pay attention to the details.



NETWORKING ETIQUETTE

1

Get Started – Identify your centers of influence, build a broad network and go where your contacts gather.

2

Stay Motivated – Team up, commit and show up!

3

Plan Ahead – Prepare mentally, strategically and tactically for each event.

4

Work the Room – Read the room, think like a connector, be genuine and keep it moving.

5

Follow-Up, Follow-Up, Follow-Up – Connect on social media quickly and set reminders to stay in-touch periodically.

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NAVIGATING BIGLAW

1

Set Expectations – Understand what you want from your career and whether BigLaw can help you reach your goals.

2

Research the Firms – Each law firm has its own unique culture. Do your research, and take the time to understand the firms and their culture.

3

Narrow Your List – Ask yourself if the firm is the right fit for you based on the firm culture, your research and your career goals.

4

Make the Most of BigLaw Resources – As a BigLaw associate, take advantage of the resources the firm has to offer.

5

Be Committed – Take ownership of your career. Focus on your development and the value you can bring to the firm.



MAXIMIZING YOUR SUMMER EXPERIENCE

1

Prepare for Your Summer – Before your summer associate program starts, identify attorneys you want to meet. Make a list of experiences you hope to have and ask for them when you arrive.

2

Ask Questions – Whether when receiving an assignment, as you work through it, or just to find out more about the firm or practicing law generally.

3

Seek Out Feedback – Ask for feedback after completing a project, both from the attorney who assigned the project and your mentor.

4

Be Proactive – Get to know the attorneys at the firm and seek opportunities to see them in action.

5

Go Outside Your Comfort Zone – Be openminded. Experience a wide variety of practice areas and participate in firm functions.