

MEET-AND-GREET RECORD KEEPING TIPS

It's smart to track all of the people you're meeting at "Home for the Holidays" events, Lawyers in the Lobby, panel discussions, Zoom information sessions, and more.

Creating a tracking system enables you to remember the firm, the name of the lawyer(s), and your impressions. Because, let's face it, all of these firms sound the same and your memory fades quickly.

Keep track of your encounters because your future self will appreciate this information when it comes time to write a cover letter someday.¹

Find a system that works for you. It could be an Excel spreadsheet, a Word document, a note on your phone, or a handwritten notebook.

We also recommend following employers (law firms, in-house departments, legal organizations, and more) on LinkedIn². All you have to do is hit the "Follow" button. You can also connect with specific lawyers, although we do not recommend connecting with just anyone at the firm. You should have a reason ("Thanks for speaking to the National Lawyers Guild at Drexel Kline School of Law today! I hope we can connect and stay in touch.")

Here's data we suggest tracking:

- Name of Employer
- Name of lawyer(s)
- Date
- Circumstance
- Reflections

A sample meeting record could look like this:

- Defender Association of Philadelphia
- Keisha Hudson, Chief Defender
- October 12, 2023
- Criminal Law Society Panel Discussion
- Keisha is relatively new and highly committed to modernizing the office. She is emphasizing hiring a diverse workforce and has a great LinkedIn feed. I should take Crim Pro 2L year.

¹ Example: "When I heard so-and-so speak during the Professional Fundamentals panel last fall, I knew that Dunn & Gerson would offer an excellent opportunity to practice corporate law."

² We believe that LinkedIn is a valuable social media tool for job seekers. It enables employers to see your experience and enables you to find and learn about future interviewers. See Symplicity > Document Library > keyword: LinkedIn for podcasts and articles on how to set up a LinkedIn profile. A CSO advisor can review your work – just ask us!