

Your Guide to Searching for an INTERIM Legal Role

Interim legal roles provide a unique opportunity to progress in your legal career. Many lawyers take short-term or project roles to supplement their income while searching for a permanent position or as an addition to their current practice. Others explore these opportunities so they can get to a company before committing full time to a position or just because they like the flexibility a part-time or project role can offer.

Here's how to get your interim job search started:

1

Determine your career goals.

Decide what you want to do next. Set both short- and long-term goals, making sure they are specific, measurable, achievable and timely.

Draft your resume to include previous interim and full-time roles as well as an attention-getting cover letter. Be prepared to tailor both to the specific role, including keywords from the job descriptions.

2

Put together your resume.

Work with a recruiter.

Utilize a recruiter could help to streamline your job search. A recruiter can help you navigate an ever-changing legal job market and alert you to positions that are not posted on job sites.

3

Begin the hunt.

Search job sites.

Look on LinkedIn, Indeed, ACC (for permanent, attorney roles), Leopard List for interim roles, and lawjobs.com—to name a few—for current opportunities.

4

Organize your job search.

Keep track of the applications you have submitted as well as the roles a recruiter has submitted you to. Maintain a checklist and files of what you have provided for each job and the next steps as they unfold.

5

Proceed to interviews.