International LL.M. Career Guide

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I. Employment Opportunities for LL.M. Students

Most of our LL.M. students come to Berkeley Law for the academic experience and have received their first law degree outside the United States. As a result, many return to their home countries upon graduation. However, each year, there are a handful of LL.M. students who seek employment opportunities in the United States; this Career Guide has been prepared for those students. For U.S.-trained LL.M. students, our Career Development Office (CDO) offers more individually tailored employment information. Below is a brief description of career opportunities available to international LL.M. students in the United States.

A. Law Firms

U.S. employment opportunities available to international LL.M. students, whether temporary or permanent, are extremely competitive. Furthermore, recent economic hardships have heightened the challenge for foreign-trained LL.M. students looking for internships or permanent work in the United States. Among those available, a majority of them are in the private sector, mostly with large law firms. As such, LL.M. students with at least a few years of prior law firm experience in their home jurisdiction usually have the edge in pursuing a law firm position in the United States. Geographically, these law firms are heavily represented in New York, with a few exceptions in California and the District of Columbia. Typically, these law firms hope to capitalize on LL.M. students’ language skills, work experience (prior law firm experience preferred), and professional network developed in a country or region of interest to them. As a result, students from countries in which employers have a particular business interest usually have more success with their U.S. job search than students from places where U.S. law firms have less business involvement. That said, please keep in mind that the countries of interest to employers change with the economic climate around the world.

Positions offered to international LL.M. students by law firms fall into two categories: (1) temporary internship positions and (2) “regular” associate positions (also known as “permanent” positions). For various reasons, including visa restrictions imposed by U.S. immigration laws, the former is more typical for international LL.M. students.

Regardless of the position type, qualities that law firms typically seek in foreign-trained LL.M. students include strong English proficiency (both written and spoken), prior work experience relevant to the type of work sought (preferably at a law firm), and proven academic record (particularly, your LL.M. grades from Berkeley Law).
1. Temporary Internship Positions (Foreign Lawyer Internship Programs)

These temporary positions usually last three to twelve months but are often much easier to secure than “permanent” associate positions. A few large firms have internship programs specifically designed for foreign-trained LL.M.s (often called “International Associate Program” or “Foreign Lawyer Internship Program”) and special arrangements are typically made with their partnering law firms abroad to offer positions to certain LL.M. students sponsored by those foreign firms.

Law firms sometimes offer temporary internship positions in their U.S. offices with the understanding that upon internship completion, the foreign-trained attorney would be working at one of the firm’s foreign offices. Most often law firms consider these positions to be term limited and expect foreign-trained attorneys to return to their home countries upon completion of their internship.

Even for temporary internship positions, international students must establish their visa status to legally work in the United States under the U.S. immigration law. For F-1 visa holders, Optional Practical Training (OPT) serves that purpose. For more information, see Section II. A. Visa Requirements of this Guide and consult with the Berkeley International Office (http://internationaloffice.berkeley.edu).

One thing to keep in mind, but often overlooked, is that foreign attorneys on internships may be limited in the types of work assignments they receive because their employment at the firm is considered temporary and also due to the perception that their legal expertise is based exclusively on the laws of their home jurisdiction. As a result, most commonly, these foreign-trained attorneys work on legal matters relating to their home jurisdiction or those requiring specific language skills. Thus, if an LL.M. student’s main goal in seeking one of these internship positions is to be exposed to the type of on-the-job legal training experienced by U.S.-trained attorneys or work on a wide-variety of U.S. legal issues, s/he might face a different reality – nevertheless, the experience is no less valuable.

2. Associate Positions

These are usually entry-level associate positions with law firms, also known as “permanent” positions. In effect, for these positions, you will be competing against other qualified U.S.-trained J.D.s. Typically, firms hire a foreign-trained LL.M. for permanent positions on a very limited, case-by-case basis. Also, additional challenges in securing an associate position come from the fact that most large and mid-sized firms hire associates from their pool of prior summer associates; as a result, the openings for these positions are limited. Furthermore, firms generally exclude foreign LL.M.s from their law school recruiting activities, which are aimed at J.D. students (e.g., fall and spring on-campus interview programs). If they decide to extend a permanent offer to an LL.M. graduate, it is often to expand their legal practice in a particular geographic region in which the recruited LL.M. graduate has a proven employment track record and an established professional network. Such challenges notwithstanding, if you do intend to seek one of these positions, please keep in mind that under normal circumstances, law firms will expect you to remain with the firm for at least several years, if hired. Thus, you should
carefully investigate various visa issues you may face under current U.S. immigration laws and their long-term ramifications (for more information, see Section II. A. Visa Requirements of this Guide). However, once law firms decide to hire a foreign-trained LL.M., arrangements are often made by the law firm to process the required work visa application for the foreign-trained attorney. Regardless, it is highly recommended that students seek legal counsel to make informed decisions on visa issues as the restrictions imposed by the U.S. immigration laws can have a significant impact on your life and career in the U.S. in the years to come.

B. Other Opportunities

Below are a few examples of other career opportunities that may be available to international LL.M. students in the United States. They are extremely rare and will require a combination of extraordinary individual effort and resourcefulness to obtain. By including them in this Guide, we are not suggesting that such positions are readily available; rather, we offer them to inspire you to be creative and resourceful in your job search.

1. In-House Attorney Positions with Companies Conducting International Business

There are two types of business establishments in the United States that may be interested in hiring international LL.M. students: (1) U.S.-based companies with strong business interests in your country of origin, and (2) companies from your country of origin with offices in the United States.

If hired, you will be joining their legal department as an in-house attorney. Regardless of the business type, in-house attorney positions normally require a few years of prior legal work experience, preferably with a large law firm.

Various directories of large international companies are available in print at Thomas J. Long Business Library (Business Library at Haas School of Business) as well as at the CDO. Also, for more information on in-house counsel positions, please consult the Association of Corporate Counsel website at www.acc.com. Keep in mind that the job listings posted on this website typically target U.S.-trained attorneys. If interested, check on a regular basis specific organization websites for job listings.

2. U.S. Government Jobs and Judicial Clerkships

U.S. Government Jobs. U.S. citizenship is required for most U.S. government jobs, including those with the U.S. Attorney’s Offices. However, for certain non-paid, summer internship positions available at the state and local government level, U.S. citizenship might not be required. For further details, contact the
relevant government agency directly or consult with Berkeley Law’s LL.M. Career Counselor, Minji Kim, or Director of Student Advising, Deborah Schlosberg. Still other government agencies may allow certain non-US citizens to be employed on a case-by-case basis, subject to meeting other qualifications. (For information on citizenship requirements for federal jobs, consult the U.S. Office of Personnel Management website available at http://www.usajobs.gov/resourcecenter/index/interactive/noncitizensemployment.) Government agencies often prefer to hire attorneys with experience. If you would like to explore possibilities in the public sector, you may want to review information available on CDO’s Public Sector webpage (http://www.law.berkeley.edu/936.htm). Keep in mind that certain information may not be as relevant to LL.M. students because the information on the webpage was prepared primarily for J.D. students. Nevertheless, the general guidelines and the employer contact information available on the website are just as useful to LL.M. students as is to J.D. students.

Judicial Clerkships. Judicial clerkships with federal courts are prestigious positions with a typical appointment term of one to two years following graduation. Judicial clerks work closely with judges, conducting legal research and drafting court opinions and orders. In the aftermath of an appropriations act passed by Congress in 2010, however, for paid federal judicial positions within the continental U.S., U.S. citizenship is required, unless you fit into one of the narrowly circumscribed categories such as “persons admitted as refugees or granted asylum,” or “permanent residents seeking citizenship.” But the restrictions on the hiring of non-citizens do not apply to clerkships outside the continental U.S., namely, Alaska, Hawaii, the Virgin Islands, Puerto Rico, Guam, or the Northern Mariana Islands. Also, these restrictions do not apply to unpaid volunteer positions. Similar positions may be available at state or local courts, for which U.S. citizenship may or may not be required. To find out which states consider non-citizen applicants, please go to http://www.nalp.org/uploads/0512ClerkshipTable.pdf. According to the information made available by NALP - the Association of Legal Career Professionals (“NALP“), as of May 2012, California state courts do not require U.S. citizenship for their judicial clerkships. However, as state laws may change, you should check with the states when you are ready to apply to obtain timely information on the issue and ensure that your application will still be considered. When applying, you should inform the judge of your visa status.

Regardless, most critical is that the interested LL.M. student possess native-level English writing skills. If you are interested in applying for these positions, please see the LL.M. Career Counselor at Berkeley Law.

In addition, you may also apply for non-paid summer internships at various levels of chambers, federal, state, or local (also known as judicial “externships”). Summer interns work closely with judicial clerks assisting them with legal research and drafting motions and orders. Summer interns may also sit in on a jury trial or appellate oral arguments, an invaluable experience. For these non-paid internship positions, F-1 visa holders may use part of the twelve-month work period allotted under Optional Practical Training (for information on any visa issues, check with the Berkeley International Office,

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2 Id.
3. **Nonprofit Organizations and Academia**

**Public Interest Careers.** Positions at public interest organizations are extremely competitive. In addition, small organizations with limited funding may be reluctant to expend their already limited resources to deal with immigration law issues. These challenges notwithstanding, factors that could work in an LL.M. graduate’s favor are relevant prior work experience and/or research experience that demonstrates his/her expertise in the field as well as international professional networks. If you are interested in pursuing opportunities in public interest law or applying for public interest fellowships, please visit the Public Interest Careers page of CDO website ([http://www.law.berkeley.edu/934.htm](http://www.law.berkeley.edu/934.htm)). As indicated on the website, throughout the academic year, we organize special programs including a reception and job fairs for students who wish to pursue careers in public service. Although employers participating in these events are typically interested in U.S. J.D students, LL.M. students are welcome to participate and use them as networking opportunities. If interested, you should contact the CDO as soon as you arrive on campus and inform the LL.M. Career Counselor, Minji Kim, or Director of Student Advising, Deborah Schlosberg, of your interest so that you can receive relevant email announcements.

You may also find the following online resources helpful:

PSJD ([www.psjd.org](http://www.psjd.org)), which provides information on public service legal careers. To search opportunities that specifically target LL.M. students, enter “LLM” in the key word search.

The American Society of International Law ([www.asil.org](http://www.asil.org)) - click on “Resources” tab and then on “Career Development.” You will find “International Law Careers Link” under which information on various international law fellowship and research opportunities is provided. Through the website, you may also sign up for the Career Post, a free online international career guide, which also provides information on internships and fellowships in international law.

**Academic Careers.** Law teaching opportunities in the United States are extremely limited and competitive, and the pathway to those opportunities is often long and circuitous. However, publications placed in American law journals can help significantly; for this, pursuing the J.S.D. degree might be an option. For information on the J.S.D. program and admissions, visit [http://www.law.berkeley.edu/5653.htm](http://www.law.berkeley.edu/5653.htm). You are highly encouraged to cultivate a close working relationship with a faculty member(s) at Berkeley with whom you could collaborate to write a scholarly article, and who can be a reference for you. For your information, the law school organizes a law teaching boot camp every year for students interested in academic careers. If interested, contact Professor Bertrall Ross or Professor Saira Mohamed when you arrive on campus so that they are aware of your interest in law teaching. For further information on academic careers, please consult “Academic Careers” section of the CDO website ([www.law.berkeley.edu/940.htm](http://www.law.berkeley.edu/940.htm)).
C. Opportunities Outside the United States: International Organizations

Finally, your international perspective, language skills, and unique legal background may qualify you for careers with international organizations such as the United Nations (www.un.org/law) and the World Bank (www.worldbank.org). Qualifications for these jobs vary; as such, you should check with specific organization websites for job listings. Keep in mind that the application deadlines for these organizations tend to fall early such as in December for the following summer internships. Be sure to check their websites for application requirements as soon as you arrive on campus in the fall. Also, students are encouraged to visit the “International Careers” section of the CDO website (http://www.law.berkeley.edu/942.htm), which includes sections such as the “Sources for International Human Rights/Rule of Law Internships” and “Sources for International Fellowships” as well as other useful resources. You may also find information about international public interest organizations on PSLawNet (www.pslawnet.org).

For further information on intergovernmental organizations and NGOs, you may find the following resources helpful:

Websites

An alphabetical list of all registered IGOs can be found at http://www.intergovernmentalorganizations.org/list.asp.


The University of Minnesota's Human Rights Library comprehensive list of NGOs - http://www1.umn.edu/humanrts/links/ngolinks.html

Print Resources (to review any of these materials or see the full bibliography, please visit the CDO and ask Dianna Carter, the Career Resources Administrator, for help.)


II. Visa Requirements and Bar Exam

Two issues international LL.M. students must address in order to work in the United States are visa issues and bar admission requirements. It is critical that you establish your visa status in order to work in the United States. Bar admissions will be required if you seek permanent positions in the United States.

A. Visa Requirements

F-1 visa holders may obtain temporary employment authorization known as Optional Practical Training (“OPT”).\(^3\) OPT allows F-1 visa holders to legally work in the U.S in the field directly relevant to their academic program for a maximum of one year upon graduation. In addition, recent changes to the relevant law limit F-1 visa holders to 90 cumulative days of unemployment between the start date and end date on the EAD card. F-1 students must report their employment and any changes to the Berkeley International Office at ssu.berkeley.edu. Please keep in mind that OPT approval process can take up to 120 days; thus, you should plan accordingly (for example, to start working in June, you should file the necessary paperwork by February at the latest). For any visa issues including OPT, students should work directly with the Berkeley International Office (http://internationaloffice.berkeley.edu; phone: 510-642-2818; office hours: Monday through Friday; 9 -12 and 1- 4).

To engage in a more permanent work in the United States, LL.M. students will first need the sponsorship of their employer to apply for a non-immigrant work visa known as H-1B. Once you have a permanent job offer, you are encouraged to either seek a legal counsel specializing in work visa issues to explore this possibility and/or work directly with your prospective employer.

B. Bar Exam

The bar exam is given twice a year – in February and July – and may be given over either a two-day (e.g., NY) or three-day (e.g., CA) period depending on the state. For the July exam, deadlines for registering fall usually in April. It is important that you keep track of various deadlines and timely file the forms.

Eligibility requirements to take the bar exam differ from state to state. The National Conference of Bar Examiners has collected the information on bar requirements for the 50 states and summarized in a comprehensive guidebook available at http://www.ncbex.org/assets/media_files/Comp-Guide/CompGuide.pdf, (“Comprehensive Guide to Bar Admission Requirements 2013”; LL.M. students

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\(^3\) This may not be a feasible option for students in the Professional LL.M. Program administered over two consecutive summers. For further information on this, please consult the Berkeley International Office.
may find Chart 4: Eligibility to Take the Bar Examination: Foreign Law School Graduates particularly helpful.)

Keep in mind that admission to the bar may not be required for temporary internship positions. However, LL.M. students who wish to become licensed in the United States have typically taken the New York or California Bar Exams.

For the purposes of the NY Bar, accelerated LL.M. programs and/or LL.M. programs conducted exclusively during the summer are not recognized, but students from common law countries may still apply to sit for the NY Bar Exam (see the amended eligibility rules at www.nybarexam.org/Foreign/ForeignLegalEducation.htm).

The NY State Board of Law Examiners’ website is www.nybarexam.org. Important to note that the Foreign-Educated Eligibility Rules affecting international LL.M. candidates were amended, effective May 2011. For a copy of the amended rules, go to http://www.nybarexam.org/Docs/Amended_Rule.pdf. For detailed questions on the new eligibility requirements, please contact Deborah Schlosberg, Director of Student Advising, at dschlosberg@law.berkeley.edu.

Also, part of the changes that took effect includes filing a mandatory online “Request for Evaluation of Foreign Academic Credentials Form." You cannot apply to the bar unless you submit this on-line form. It is recommended that applicants complete this form one year in advance (which translates into filing the form as soon as you begin your LL.M. program in the summer, if interested in taking the July bar upon graduation). The form can be found at the "Application Materials" section of the website http://www.nybarexam.org/forms/forms.htm. Be sure to give yourself ample time to collect proper supporting documents as there are many.

Another important change to note regarding the NY Bar is the “50 Hour Rule” on pro bono which will affect all students seeking admission to the New York State bar after January 1, 2015. According to the information prepared by the NALP International & Advanced Degree Advising & Recruiting and Public Service Sections on the subject (May 2013), all students must complete fifty (50) hours of qualifying pro bono legal service before they are eligible to be admitted to the NY bar (see http://www.nycourts.gov/attorneys/probono/FAQsBarAdmission.pdf.) Qualifying work must be law related, performed under the supervision of a licensed attorney, judge, or law school faculty in any state within the United States or abroad (if performed abroad, students will be required to explain in detail the nature and circumstances of your work). According to NALP, “volunteer work outside of the United States counts if it is completed AFTER the commencement of your US legal studies (e.g., your LL.M.),” and you can complete your 50 hours either during your LLM program, before taking the NYS Bar Exam, or after taking the NYS Bar Exam, including after receiving the results of the bar exam. Relevant form can be found at http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml. For further information on the subject, please contact Director of Student Advising Deborah Schlosberg at dschlosberg@law.berkeley.edu.

For links to other state bar services, consult the American Bar Association’s resource page (www.abanet.org/barserv/stlobar.html). The website for the California State Bar is www.calbar.ca.gov.
In addition, CDO offers an information session in the spring for LL.M. students interested in taking the NY and CA bar exams covering issues such as how to effectively prepare for the exam.

For any further information, please contact the office of the specific state bar whose examination you are interested in taking.

III. Job Search Strategies

A. Networking

Over time, using prior contacts has proven to be the most effective job search method for LL.M. students. For example, if you are seeking a U.S. law firm job, find out which U.S. law firms have some relationship to your former employer and utilize your professional network established in your home country. Make a list of attorneys you know in the United States, including Berkeley LL.M. alums from your country or those who may know attorneys in the United States. Contact those individuals via letter or email in the fall while preparing your job application materials. Request to meet, if possible, and follow up with a phone call. Otherwise, request a phone appointment. Do not ask for a job and reassure your contacts that you are not seeking a job interview. Your goal is to get an opportunity to discuss your career goals, and obtain professional feedback and the names of other people for further networking.

Students are also encouraged to attend various seminars, receptions, and programs organized by CDO throughout the academic year as well as those organized by Berkeley Law clinics and academic centers, including the Institute for Global Challenges and the Law, Berkeley Center for Law and Technology, and International Human Rights Clinic (event information can be found by clicking on the Calendar link on Berkeley Law website). Utilize these programs as networking opportunities to meet other students and professionals who share career interests with you.

In addition, students are highly encouraged to join professional organizations and attend networking events whenever possible. For that purpose, please refer to the “CDO List of Professional Associations” and its companion “Guide” available at www.law.berkeley.edu/8399.htm. In addition you may want to consider joining the following organizations:

American Bar Association Section of International Law (www.abanet.org/intlaw)

American Foreign Law Association (www.afla-law.org)

The American Society of International Law (http://asil.org; click on “Career Development” under “Resources” tab)

International Section of the New York State Bar Association (www.nysba.org)
Despite the critical importance of networking in furthering your legal career in the United States, many LL.M. students are reluctant to put it into practice - mainly because of the discomfort they experience in talking positively about their abilities and professional experiences to perfect strangers, which in some cultures may be regarded inappropriate. If this is the case, you are not alone and, like others, you can overcome this initial reluctance through preparation and practice. Write a short introduction of yourself and practice aloud until you feel comfortable. Prepare a list of questions you would like to ask your contact, a sample of which is provided below:

- What advice do you have for someone seeking to enter this field?
- What does your organization look for when hiring (LL.M.s/foreign attorneys, etc)?
- Are there any professional associations I should join that would put me in contact with other [international] attorneys?
- Do you know of any other people to contact who might be able to provide me with further information on ________?

Sending a thank you note following a meeting or phone conversation – either via email or regular mail - is recommended (typically within 48 hours). A sample thank you note would read as follows:

“Thank you so much for taking time out of your busy schedule to meet with me yesterday. I appreciate the information and advice you provided. I will follow-up with ______ as you suggested. Thank you once again for your time.”

For large networking events, being proactive is even more critical; do not wait for an introduction. Think about common interests prior to the event to reduce your reluctance to approach people. Ask for a business card at the end of the conversation; unless asked, Americans do not typically offer their card.

For further tips on networking, please go to “Career Development and Job Search Skills” section of the CDO website at www.law.berkeley.edu/435.htm and click on “Networking and Informational Interviewing” (if you have trouble accessing CDO websites, go to http://www.law.berkeley.edu/2234.htm).

Networking Online

In addition, you might want to consider creating an account on sites like LinkedIn (www.linkedin.com) or similar professional networking websites. According to one hiring manager, “not having a profile on the social networking site LinkedIn is, for some employers a sign that the candidate is horribly out of touch.” If you already have an account, make sure you have an updated profile (see CDO Tipsheet - Using LinkedIn and Social Media As a Part of Your Job Search available at http://www.law.berkeley.edu/8399.htm.)
B. LL.M. Job Fairs

Two main LL.M. job fairs in which Berkeley Law participates are the NYU International Student Interview Program (ISIP) and the West Coast LL.M. Job Fair. See below for descriptions of the programs. Information regarding deadlines for registering for the programs, bidding for interviews, and confirming your interview schedules will be communicated to you via email. CDO will also offer a separate information session on how to prepare for the job fairs early in spring semester.

1. International Student Interview Program (ISIP)

ISIP is a job fair for foreign-trained attorneys attending a broad range of law schools nationwide. In previous years, over 1,100 LL.M. candidates representing 75 countries had an opportunity to be considered for internship and permanent positions abroad and in the United States through the interview program. One thing to note is prior student participants’ comments to the effect that ISIP consists heavily of employers offering opportunities abroad rather than in the United States. The ISIP typically takes place on the last Friday of January each year at NYU School of Law. Further information on how to register for the job fair will be communicated to the students via CDO emails by the LL.M. Career Counselor. You can also find relevant information on their website including deadlines at www1.law.nyu.edu/depts/careerservices/isip/StudentFAQs.html.

NOTE: Both LL.M. and J.S.D. students are eligible to participate in ISIP. However, J.S.D. students are permitted to participate only once during the course of their J.S.D.-related studies.

ISIP employers pre-screen candidates. Employers select who they want to interview after reviewing student resumes. Students will submit their resumes electronically well in advance to those employers with whom they are interested in interviewing.

2. West Coast International LL.M. Job Fair

The West Coast International LL.M. Job Fair is a job fair for foreign-trained lawyers currently enrolled in an LL.M. program at a participating law school. The event is organized by UCLA Law and a consortium of nineteen campuses, including Berkeley. The interview program is much smaller in scale compared to NYU ISIP, and mostly attracts local California employers including some non-profit organizations. The West Coast International LL.M. Job Fair is typically held on the last Friday of February each year at UCLA School of Law. In 2014, the Fair will be held on Friday, February 21. Further information on how to register for the fair will be communicated to the students via CDO emails. You may also visit their official website at http://www.law.ucla.edu/career-services/current-students/llm-students/Pages/west-coast-international-llm-job-fair.aspx.
C. Directed Employer Search

Researching specific firms will enable you to refine lists of employers you are interested in and prepare effectively for interviews. These days, every law firm has a website, which will tell you all the essentials about numbers of attorneys, types of practice, and other basic information. Firms with international associate programs (sometimes called “foreign attorney internship programs”) may include information about these programs on their websites.

Also, a basic search on Google or another search engine for a firm or an attorney (include a geographic term and/or “attorney,” “lawyer,” or “law firm”) can be revealing; consider narrowing your search with another relevant term (e.g., “patent,” “mediation,” or the name of a client or case). You can also search the news content of www.law.com for stories about firms and attorneys.

Martindale Hubbell (www.martindale.com), the traditional directory of law firms and attorneys, has an online database (searchable for firms and individual attorneys) which will yield basic information about an attorney, such as law school and year of admission to the bar as well as his or her language skills. It allows you to include geography as a search term. The version in Martindale available through LexisNexis (www.lexisnexis.com/lawschool/login.aspx) has more flexible search terms.

The NALP Directory (www.nalpdirectory.com) is a searchable database which provides copious information on legal employers, based on questionnaires which the members must submit annually. The employer information supplied in the directory includes salary, bonus program and benefits information. The NALP Directory is also available in print form at the CDO and features information on more than 1,700 employers. The front of the print edition includes indexes by location and by practice area keyword.

The Vault Guides (which must be accessed through the CDO’s link at www.law.berkeley.edu/1440.htm, otherwise there is a fee) include several regional directories of major urban areas, and regional rankings of firms. It also provides survey information ranking employers according to many different standards including compensation.

For job searches focused on a particular location, bar organizations in the state or city of the state in which you are interested in working are a good starting point.

State Bar of California (www.calbar.ca.gov)
San Francisco Bar Association (www.sfbar.org)
Los Angeles County Bar Association (www.lacba.org)

Blogs are an increasingly significant force in the legal landscape, and have become a popular source of information about legal employers. Currently dominating the legal blog scene, Above the Law (www.abovethelaw.com) tracks facts (as well as gossip, irreverent commentary and sheer speculation)
about many legal employers. Firms are known to release breaking news directly to ATL in order to "manage the message." Its content is searchable by employer name. In addition, ATL has tracked changes in associate salaries in the course of the economic slowdown of 2009.

Career Center (http://careers.abovethelaw.com), launched in 2009 by Above the Law and Lateral Link, provides research-based information about many firms, and allows side-by-side comparisons.

Chambers and Partners (http://www.chambersandpartners.com), an international source of information about the legal profession, also created a new offering in 2009: Chambers Associate (www.chambers-associate.com) with independently researched data and commentary by insiders.

When trying to find out about the less tangible aspects of a firm (its “culture”), try to use some sources which do not come directly from the firm. Summer associate feedback is one of the best unofficial sources of information on law firms. Although these evaluations were completed by J.D. students, their insight into the firm culture may just as well be useful to LL.M. students. Summaries of prior summers (providing students’ names and where they worked) can be found our online database, the b-line (after logging in, click on "Profiles", then "Summer Evaluations" and then on "Search").

IV. Job Application Materials

A. Resume

It is important to note that the “U.S.”-style resume is often very different from the resumes or curriculum vitae (CVs) you are accustomed to using in your home country. For example, you do not include personal information such as age (birth date), gender, race, marital status, or religion on your American-style resume because U.S. federal law prohibits job discrimination based on race, gender, and a number of other fronts. Similarly, you should not include photos, computer skills, or references in your US resume. References should be provided on a separate page and only when asked by the employer. However, U.S. employers can ask whether you are legally able to work in the United States, although in most cases they cannot ask you about your national origin. To address the issue more proactively, you may include your U.S. citizenship information on your resume, if applicable. For example, you may include an “Additional Information” section at the end of your resume and in it a short descriptive phrase such as “dual citizenship – U.S. and [your country of origin]” or “U.S. permanent resident.”

Basic elements of the U.S. resume are Name and Contact Information, Education, Experience/Employment, and other relevant information such as professional memberships including the bar admission. Below you will find guidelines on how to format the basic elements of an “U.S.”-style resume as well as a template you may use when converting your CV to a U.S. legal resume format.
* NOTE: Before making an appointment with the LL.M. Career Counselor for a resume review, carefully review the following checklist and make all necessary adjustments to your CV. Otherwise, you will be asked to postpone your appointment until you have incorporated the following guidelines.

1. **Fundamentals of a U.S.-Style Legal Resume**

   **The One-Page Rule:** U.S.-style legal resumes should be one page. To fit your text into one page, reset your document margins to 0.7”. (Go to “File” → “Page Setup”. Set your top, bottom, left and right margins at 0.7” and click on the “OK” button.)

   **Exception to the Rule:** If you have more than 10 years of legal experience or the resume is for a public interest job. In either case, your resume should not be longer than two pages. Make sure your name appears on each page and include page numbers as a footer (e.g., “page 1 of 2” and “page 2 of 2”) to avoid any loss of pages.

   **Reverse Chronological Order:** All entries within each section of your resume should be in reverse chronological order (most recent first). Example: Under EDUCATION, your current enrollment at Berkeley Law should be stated first followed by the next most recent degree. Similarly, under EXPERIENCE, your most recent employer should be listed first.

   **No full sentence or personal pronouns:** Never use full sentences or personal pronouns (“I, me, my”) in your U.S.-style resume.

   **The Consistency Rule:** Whether it is the font type or size, tabs/indents/bullet points, or the use of abbreviations, bolds, underlining, or capitalization, keep it consistent throughout your resume.

   - Use the same font type throughout your resume (“Times New Roman” is most commonly used in the United States).

   - Use the same font size throughout your resume (typical font size is 11) with the exception of your name.

   - Your name, which is the most important piece of information on your resume, may be in larger font size than the rest of the text, or be in bold text or all capitals. See below for an example under The Header (Name and Contact Information).

   - Keep your spacing consistent. Leave two spaces after each period at the end of a sentence.

   - Set the tabs and indents consistent throughout your resume. Pay particular attention to the tabs for employment dates accompanying positions held (see below for an example under EXPERIENCE).

   - Be consistent with the use of certain abbreviations (e.g., educational degrees). Example: If you use the term “LL.M. Candidate”, you should use the abbreviation “LL.B.” to describe your undergraduate degree. On the other hand, if you use the term “Master of Laws”, the term “Bachelor of Laws” should be used instead for your undergraduate degree.
• If you use bold text/capitalization or underline certain text for emphasis purposes, your use should be consistent. Example: If university names under EDUCATION section are in bold text, the names of your employers under EXPERIENCE section should also be in bold text.

2. The Header (Name and Contact Information)

Your name should appear on the top line of the header (either in bold text, all capitals, or in larger font than the rest of the text) in the center, followed by your contact information. Example:

MINJI KIM, Minji Kim, or Minji Kim
Street address, City, CA Zip Code
(510) 643-1896; mjkim@law.berkeley.edu

3. Main Body

The body of your resume should be divided into several main headings, typically including EDUCATION, EXPERIENCE, ADMISSIONS, and ADDITIONAL INFORMATION in that order.

Make sure your text under each heading is aligned along the left margin and listed in reverse chronological order (most recent first). Example:

EDUCATION
University of California, Berkeley, School of Law, Berkeley, CA
Candidate for LL.M. degree, expected May 2013

Name of University or Law School, City, Country
LL.B., February 2004
Honors: Graduated First Division (equivalent to magna cum laude)
Activities: [include any school related extra-curricular activities here]

Under EDUCATION, list any specific awards, honors, and activities associated with each degree to the extent space permits. To help U.S. readers understand an entry specific to your country, add explanations in parentheses, whenever possible, as demonstrated in the above (“equivalent to magna cum laude”).

Under EXPERIENCE, list your most recent employer and the location first, and then in the next line your position and the employment dates, followed by your work description. See below for an example.

• If your law firm is not well known in the United States, you may add objective information to describe the firm. Do not simply describe your employer as “the best” or “the most reputable” unless
you can cite an external source (see below for an example- description, “top ranked Corporate Department”, followed by the external source, “Asia Legal News”).

In describing your work experience under EXPERIENCE, begin each phrase with an action verb in past-tense (See Appendix2I for a list of recommended action verbs). Example:

**EXPERIENCE**
Name of Law Firm, City, Country
Associate, Corporate Department February 2006 – July 2010

• Practiced as part of a top ranked Corporate Department (Asia Legal News, 2004-2007).
• [Describe your responsibilities and accomplishments. Begin each description with an action verb.]

4. **Final Check**

Make sure there is no spelling or typographical errors. Proofread at least three times. When in doubt, use spell check feature on your computer or ask others for help.

If you send your resume electronically, it is preferable to convert it to a PDF file first; this way your formatting and any document history are invisible, and you can control exactly the way your resume appears and prints. If sending it via mail, use high quality resume paper; either print or label your envelopes.
5. U.S. Legal Resume Template

[FIRST NAME] [LAST NAME]
[Street Address], [City], CA [5-digit Zip Code]
[Phone number] (e.g., (510) 643-8196); [Berkeley email] (e.g., janedoe@law.berkeley.edu)

EDUCATION
University of California, Berkeley, School of Law (Boalt Hall), Berkeley, CA
Master of Laws (LL.M.) Candidate [with Certificate of Specialization in Law & Technology/Business Law], [Month Year]
[OPTIONAL] Relevant Coursework: [ ]; [ ]; [ ]
[OPTIONAL] Activities: [ ]; [ ]; [ ]

School Name, City, Country
Bachelor of Laws (LL.B.), [Graduation Month] [Year]
[OPTIONAL] Honors:
[OPTIONAL] Activities:

EXPERIENCE
[Firm/Company Name], [city], [state or country]
[Job title], [Month Year – Month Year]
• [Work narratives]
• [Work narratives]
• [Work narratives]

[Firm/Company Name], [city], [state or country]
[Job title], [Month Year – Month Year]
• [Work narratives]
• [Work narratives]
• [Work narratives]

[OPTIONAL] PUBLICATIONS

LANGUAGES
[ ] (native); English (fluent); [Language (level of fluency – e.g., basic, intermediate, fluent)]

BAR ADMISSION [AND PROFESSIONAL AFFILIATIONS]
[Admitted to the ---- Bar] (Year)
[Member, Name of Association] (Year)

[OPTIONAL] INTERESTS
B.  Cover Letters

1.  Purpose

The cover letter is a critical piece of your application to a potential employer. It is your single best opportunity to get the attention of a partner who is in the position to hire you, if you can be convincing in articulating why your unique background and skills will add value to his or her particular practice group. Conduct advance research, familiarize yourself with the employer organization, and find a specific person at the organization who would be interested in hiring you.

Like your resume, your cover letter also serves as a writing sample that employers will critique. Thus, your cover letter must be error-free, well-written and most importantly, compelling. Use your cover letter as an opportunity to market yourself to potential employers by highlighting your strengths. Do not simply restate your resume, the most common mistake made by students when writing a cover letter. The best cover letters provide some insight into your abilities beyond what is included on your resume. U.S. employers seek certain qualities in LL.M. students, especially with respect to candidates from non-common law countries, such as strong communication and writing skills, relevant legal experience, contacts in their home countries, useful language abilities, and demonstrated excellence in school, among other things. Contemplate what qualities you have that will impress employers, and be sure to highlight those qualities in your cover letter. Be mindful that a U.S. employer may not be familiar with the LL.M. program or have had any experience in hiring an LL.M. (some may not even know how to evaluate your credentials when trying to decide whether to offer you an interview), which is why it is critically important to get your cover letter and resume into the hands of the right person at the organization who can appreciate your unique skills and background.

2.  Format

Cover letters should follow standard business letter format, as to spacing, salutation, etc. Avoid using abbreviations, contractions and shortcuts (such as a slash instead of “or”), although if there is an accepted short form of the name of the organization you are writing to (e.g., ACLU or Howard Rice) it is acceptable to use it in the text of your letter. Your telephone number and email address should appear somewhere in the letter, either at the top with your address, or in the closing paragraph, when you ask them to contact you (see below for a sample). Note that your resume is “enclosed,” not “attached” (which means clipped or stapled).

If you are not sure to whom you should send your letter, it is acceptable to write to the hiring partner or head of recruiting at a firm or to the executive director of a nonprofit; they can forward your application to the appropriate person within the organization. However, if at all possible, write to an individual by name, not to “Director” or “Recruiting Coordinator.” For this, firm and organization websites can be very useful (for confirming correct spellings of names and the like). If you do not have the name of an individual, write “Dear Sir or Madam” (not “To Whom It May Concern”).
3. Content

First Paragraph. Begin your letter with a statement of who you are and why you are writing. Introduce yourself as an LL.M. student and specify what it is you are seeking: an internship, an associate position, a clerkship, etc.

Also, it is important to cite a personal connection to the employer. If you don’t have a clear connection, try to establish a nexus between yourself and the employer, such as knowledge of their practice, an established commitment to or interest in their work, a connection to their city, or something else which conveys that you are not just writing to them as part of a mass mailing for any job in any location. The purpose is to give the reader a reason to want to finish reading the letter.

Body Paragraphs (2nd paragraph and may add a 3rd paragraph). This is the section in which you "sell" your experience and qualifications to the employer. Your goal here is to answer the question, “Why should the employer meet you?” Highlight and market your experience/qualifications to the employer without repeating your resume (use short, direct sentences!).

It is appropriate and not uncommon for a public interest cover letter to be somewhat more detailed or personal than a private sector cover letter. In a public interest cover letter, it is important both to highlight your demonstrated commitment to the mission/work/client base of the organization through your own relevant work or life experience, and to illustrate your relevant skills.

Closing/Final Paragraph. In your last paragraph, thank them for their consideration, and say you hope to hear from them soon. For out-of-town employers, indicate when you plan to be in their geographic area and state your availability for an interview. Be sure to include your phone number and email in this paragraph unless you use a letterhead style that includes them at the top of the page.

If you are bringing a cover letter to a job fair at the request of the employer, the content will be different. You don't need to introduce yourself, as you will be there in person, and you won't request an interview at the closing. But you can thank the employer for interviewing you and say that you welcome the opportunity to learn more about the employer and to discuss the possibility of working for them. When printing your cover letter, it is recommended that you use the same quality and color of the paper used for your resume.
4. **Sample Cover Letter Format**

[Your Street Address  
City, State Zip Code  
(Area Code) Phone #  
Email address]

[Month Day, Year]

[First Name Last Name, Esq.  
Law Firm Name  
Street Address  
City, State Zip]

Dear [Mr./Ms. Last Name]:

[Tell the employer who you are and why you are sending her a resume] (e.g., “I am an LL.M. student at the University of California, Berkeley, School of Law (Boalt Hall) and am interested in the possibility of a short-term internship with your law firm in New York City following my graduation in May 2013. Your extensive representation of corporations and financial institutions from Korea are particularly appealing to me.”)

[Market yourself here. What qualities do you have that will make you an asset? Highlight your skills and experiences. Simply stating your skills is insufficient; you need to substantiate your statement via concrete examples.] (e.g., “Before enrolling in the LL.M. program, I worked for [name of the employer] where I provided foreign investment advice to many U.S. and international clients and gained deep understanding of securities and foreign investment laws. In addition, through the experience of drafting and negotiating various cross-border agreements, I was able to develop practical legal skills such as contract drafting and negotiation skills. At Berkeley, I further honed my legal research and writing skills and gained a strong foundation in U.S. securities laws. .... I am eager to put my skills and training to use on behalf of your clients.”)

[Optional: You may add third paragraph to further explain your qualifications.]

[Thank the employer and request an interview.] (e.g., “I would welcome the opportunity to interview with your firm. I plan to be in New York from December 16 through January 5. Thank you for your consideration and I look forward to hearing from you soon.”)

Sincerely yours,

[Name]
C. List of References, Writing Samples and Transcripts

While your resume is the primary job-seeking document, it is a good idea to have your list of references, writing sample, and transcript ready and available as soon as your resume is complete so that there is no delay in sending additional information should an employer request it. When you go to a job fair such as the NYU ISIP or other job interviews, always bring copies of your resume, transcript, list of references, and writing sample (even if the employer has already seen them). Some employers may request that you bring additional materials (such as a cover letter) to the interview; review such details in advance and prepare accordingly. In the case of ISIP, such information will become available on your ISIP Symplicity account; otherwise, you may call and ask the recruiting staff at the firm. Assume that any of your materials could become separated from each other; each should have your name and contact information. Print them on good-quality white printer paper; it is not necessary to use expensive resume stock.

1. References

Where an employer has not specified a number of references, three is optimal, but two is often sufficient. Your list of references should be on a separate sheet of paper with your name and contact information at the top. List them by name, job title and employer, address, phone number and email. Do not include “references available on request” in your resume or cover letter; employers know to ask for them if they want them. Always check with the people whom you wish to use as your references before you list them. Make sure that they will be very enthusiastic about you, because a mild reference won't be useful. The more informed your references are, the better the reference they provide is likely to be. Let them know what kind of employment you are looking for, how such employment fits your overall career plans, and to whom you are planning to apply (as specifically as you can). Share your resume and other application materials with them if you think it will help. There is no single format for a list of references, but the information on the page should be presented in a clear and organized way, and, of course, error-free.

2. Writing Samples

In the absence of a specified length for your writing sample, it should be 5 to 8 pages (never more than 10). (One notable exception to this rule is applications for post graduate judicial clerkships. Consult the CDO online Judicial Clerkships Guide for more information about writing samples in the context of clerkship applications.) If your sample is too long, you might want to excerpt a part which can stand on its own logically, and summarize any additional portion which is needed to make the whole writing piece make sense. Your writing sample must be law-related, but it can either be a neutral research piece, such as a legal memorandum, or persuasive writing. The topic of the writing sample is not as important as that it shows your legal reasoning and writing abilities, including your attention to detail and your knowledge of proper legal citation format. Typically LL.M. students use their work submitted to a class taken at Berkeley Law as their writing sample. If you wish to use a legal memo you have written for an actual client during legal employment, make sure you obtain the permission of your supervising
attorney before you use it. You must also expunge, or (preferably) replace with fictitious information, all names and other information that would compromise confidentiality. Create a cover sheet for your writing sample with your name and contact information, and any other explanatory information you need to include.

3. Transcripts

Transcripts should be the ones you get from the Boalt registrar (not from Sproul Hall), but unless you are asked to provide an “official” one, it is acceptable to provide a photocopy. If you copy the transcript, you must also copy and include the grade key on the back of the transcript and provide both front and back to employers. If a deadline for an application falls before your Berkeley grades become available, and you are asked to include those grades, simply inform the employer that you will provide them as soon as they become available. If you have unofficial grades (e.g., from Bear Facts), it is permissible to provide them (for example, in an email to the prospective employer), so long as you clearly indicate that you will provide an actual transcript as soon as it becomes available. Unless asked for a copy of your foreign transcript, you need not provide it to the employer; if asked, however, provide it along with its English translation.

V. Effective Interviewing Skills

Your resume sets forth certain facts about you but it is the interview that gives you an opportunity to bring your resume to life and to demonstrate your intelligence, competence, ambition and personality. Remember, the main objectives of the interview process are to convince the employer that you are a desirable candidate, and for you to find out whether the employer is a good fit for you. A desirable candidate shows good judgment and is reliable, enthusiastic, self-confident, able and willing to work hard, pleasant to work with, and interested in this particular firm, among others. To help you demonstrate these qualities at the interviews, review below guidelines and be sure to practice your interviewing techniques BEFORE you go to the real interview. Avoid the common mistake of focusing on how beneficial the job will be for you -you need to show the employer the skills and qualities you will bring as assets to the firm. Also, remember that a job interview is a dialogue: an opportunity to ask as well as answer questions.

A. Preparation

Whether you obtain an interview through an LL.M. job fair or through other means, there are a number of things you can do to greatly enhance your chance of success.
Start with self-assessment. Evaluate your strengths and weaknesses. Make a short list of three to five of your strongest selling points related to each particular hiring organization. Before each interview, review your resume from the perspective of the particular hiring organization that will be interviewing you that day. What are the skills you developed through your work? Client service skills? Teamwork skills? Does your background demonstrate initiative? The ability and willingness to take ownership and successfully execute projects? Can you bring in business? Tell the employer in a clear, concise way without undue modesty. The interviewer wants to know what you have to offer to the organization.

Thoroughly review your application materials including your resume and writing samples. Be ready to discuss everything on it intelligently and knowledgeably, as well as accounting for any period of time that it does not cover. If your resume includes your thesis title and you completed the research some time ago, refresh your memory so that you can have an intelligent discussion on the topic. Make sure you know the contents of your writing sample.

Research the employer. It is imperative that you review the employer organization’s website prior to an interview, for which you may use various online resources including Martindale-Hubbell (www.martindale.com) and National Association for Law Placement (NALP) National Directory of Legal Employers (www.nalpdirectory.com). Lack of knowledge about the employer is a common reason for not extending a second interview (known as callback interviews – see below) or an offer to an applicant. The more you know about the prospective employer, the better able you are to highlight relevant skills and to demonstrate how your credentials correspond with the position for which you are applying. Furthermore, your knowledge about the employer will demonstrate that you understand what it means to work in that particular organization, and that your interest in the employer is serious. In addition, research will help you prepare thoughtful, intelligent questions to ask the interviewer (also refer to Section D. Questions For You To Ask the Interviewer).

Review your online “persona.” Many employers now “Google” job applicants and check their online information. Before you start applying for jobs, make sure you review your public online profile on blogs and various social networking websites such as Facebook and Twitter; remove any that might negatively affect your job candidacy.

B. Interview Types and Etiquette

There are basically two types of interviews: (i) screening interviews, the initial, short interviews that last approximately 20-30 minutes, are conducted by one or two interviewers to determine which candidates to invite back for further, extensive interviews, and (ii) the extensive “callback” interviews, during which you will have the opportunity to visit the employer’s office and meet with four or more attorneys for approximately 30 minutes each and may be taken out to lunch.

Because screening interviews are short, making good first impressions is all the more crucial. Below are ways in which you can make those first few minutes and beyond work in your favor.
• Dress like a lawyer: A professional appearance shows respect, preparation, and that you can one day be a desirable emissary for the employer with clients or at other public appearances. Clothing should be understated, conservative (usually this means dark colors), pressed and brushed. Interviewees should wear a business suit. Men should wear a clean and conservative tie, and a clean and pressed shirt. Women interviewees should wear an appropriate blouse and, if your suit has a skirt, you should also wear pantyhose. Shoes or pumps should have modest-sized heels. Perfume, after-shave lotion and cologne should be used sparingly if at all. If you are a smoker, do not smoke prior to an interview. Too much jewelry, particularly dangling earrings, is distracting. Avoid overdoing the make-up.

• Bring extra copies of your resume, transcript (with grading key) and writing sample. Even if your interviewer has everything, it is a good way to show that you are prepared.

• Keep your posture confident, make eye contact, shake hands firmly, and smile. Before you depart, thank your interviewer and express your enjoyment of your meeting. If you are not sure you will remember the interviewer’s name, it is fine to ask for a business card.

• Be on time: If you know you are going to be late, you should try to inform the employer – even if doing so means you may be later. (Note that this type of message cannot be relayed to interviewers at NYU ISIP or West Coast Job Fair, so it is imperative to be on time to these interviews.)

• Don’t forget to turn off your cellular phone during the interview!

C. Commonly Asked Interview Questions

Employers often ask questions about the entries in the student’s resume. Hence, as discussed above, it is important to review your resume and make sure you can discuss every item included in your resume in detail. If there is something in your background you are particularly concerned about, write out answers in advance as part of your preparation. Start with a summary response, then pause and give a more detailed description if the interviewer seems interested or asks you to go on. Employers may also lawfully ask questions regarding your immigration status. For example, an employer may ask whether you are legally authorized to work in the United States or whether you now, or will in the future, require sponsorship for employment visa status (e.g. H-1B visa status). If asked, explain to the employer that you are eligible to obtain Optional Practical Training status under your current F-1 visa (confirm this with Berkeley International Office prior to the interview) and that they would not have to do anything for you to be able to legally work for up to a year after you started to work with the employer. In addition, there are some questions employers have known to ask LL.M. students on a regular basis. For your reference, below lists some of them.

• Tell me about yourself

• Why did you choose law as a career or why did you decide to pursue an LL.M. at Berkeley?
• Why did you decide to interview with us?
• Describe your most challenging assignments and the ones you liked the least.
• Why are you interested in working in the United States?
• How long do you plan to practice in the United States?

We suggest you outline your answers to the anticipated questions and to rehearse your answers with friends or with the LL.M. Career Counselor.

D. Questions for You to Ask the Interviewer

At the end of an interview, employers typically ask candidates whether they have any questions for them. You should prepare a well thought-out question or two to ask the employer. Make sure the questions cannot be easily answered by reviewing information on the employer’s website as this can demonstrate lack of preparation and/or serious interest in the firm. Remember, an interview is a dialogue and an opportunity for you to find out if you and the organization are a good fit. Below lists questions LL.M. students have typically asked at interviews.

• What role in your firm do you see a lawyer from my country playing?
• How are projects assigned to international associates? How do you staff cases?
• Where do you see the ______ (e.g., Latin American) practice of this firm developing in the next five years?
• What is the typical length of LL.M. internships at your firm? (only if information is not otherwise available; make sure you do advance research)
• On what types of matters involving my country does your firm work?
• How is feedback given--is there a process or do I need to seek it out myself?
• What are the firm’s overall growth prospects? What are they in your specific practice area? Or what do you see as the growth areas of the firm?

E. Thank You Note & Letters

Generally speaking, you are not expected to send thank you letters for screening interviews. However, when you have visited a firm for a callback interview, it is appropriate to send thank you letters.
Regarding the choice of format, the majority view continues to be that typed business formatted letters sent via regular mail are better than emails. However, if you are unable to send a timely thank you letter (typically within 48 hours following the interview), sending an email is better than nothing. Be concise and to the point: Thank the interviewer for his or her time and reiterate your interest in the position for which you interviewed. Try to recall something specific about your interview experience so that the letter does not look like a generic mail-merged document. Regardless of the format type, your presentation should be perfect. Carefully proofread and be extra careful when spelling your interviewer’s name (for this purpose, asking for his or her business card at the end of each interview may be advisable).

VI. Services and Support Available Through the CDO

The CDO is here to assist you so that you may maximize your chances of achieving your career goals. Be sure to familiarize yourself with the career services and resources listed below and fully utilize them during your time here at Berkeley Law. If you have any questions or concerns on career-related issues, please contact the LL.M. Career Counselor.

A. Individual Counseling

The CDO provides individual counseling services on any career-related issues to LL.M. students. For your convenience, you may use the online appointment scheduler to check the counselor’s availability and sign up for an appointment (http://www.law.berkeley.edu/231.htm). The first time you use the online scheduler, you will be asked to create an account, which literally takes only a minute to do (click on the tab “enrollment”). Alternatively, you may call the CDO front desk at (510) 642-4567 and sign up for an appointment.

Students may also sign up for practice interview sessions to hone their interviewing skills.

B. Workshops & Information Sessions

Throughout the academic year, we have workshops planned exclusively for LL.M. students in our efforts to meet your career needs: the list includes the CDO Orientation for LL.M. and J.S.D. Students, Resume and Cover Letter Writing Workshops, Interviewing and Networking Skills Workshops, and Bar Exam Preparation Tips. In addition, we hold occasional information sessions when deemed necessary in preparation for a particular event(s) such as ISIP. Information about these workshops/information sessions will be sent to students via email.
Also, LL.M. students are welcome to attend any of the career programs and panel discussions hosted by the CDO. We carefully select presenters and topics to provide you with timely information about the legal job market and to introduce career options available to students. Announcements are posted on CDO homepage (www.law.berkeley.edu/careers.htm).

In addition, LL.M. students are eligible to participate in certain networking receptions with private and public sector employers. These are excellent opportunities to make contact with employers and learn more about their practices and culture. Information about these events will also be provided to students via email.

C. Web-Based and Print Resources

Students are given access to our jobs database, known as the b-Line, which is updated on a daily basis (www.law.berkeley.edu/234.htm). You can use it to search specific employers or positions that interest you, view application details, and, in many cases, apply directly online.

Furthermore, the CDO website (www.law.berkeley.edu/careers.htm) contains a wealth of information, including various useful online guides and webcasts on a variety of legal practice areas and other subjects designed to help you build your job searching skills. For example, if you go to “Jobs and Career Options” section of the CDO website, you will find useful guidelines on how to conduct employer search, network, and prepare your application materials and interviews, among others.

We also maintain a library of print resources in our office, which contains a collection of directories, periodicals, and other materials relating to career planning, job search, and the legal profession.

LL.M. students might find the following list of printed materials particularly helpful. The list constitutes only a small portion of the entire collection available at the CDO. To review any of these materials or see the full bibliography, please visit the CDO and ask Dianna Carter, the Career Resources Administrator, for help.

• General


• International – Directories

Directory of American Firms Operating in Foreign Countries. World Trade Academy Press. 2009 edition is available at the Haas School of Business library. The CDO has its earlier edition, which can be a good starting point for your research. Volume I contains an alphabetical index of 2,600 U.S. corporations
operating in foreign countries while Volumes 2 and 3 contain listings by country of the American firms’ foreign operations.


• International Law Practice – Guides and Handbooks


Careers in International Affairs, School of Foreign Service, Georgetown University, 8th Edition.

Careers in International Law, edited by Salli A. Swartz, ABA Section of International Law, Third Edition.


• Job Search Techniques

Guerilla Tactics for Getting the Legal Job of Your Dreams. Walton, Harcourt Brace, 2008. This book has a chapter on Job Search Advice for International LL.M.s as well as more general information on cover letters, resumes, and interviewing techniques, among others.
APPENDIX 1 - Year-Long Job Search Process: When and What to Do

* Always be on the lookout for CDO emails, as important, time-sensitive information will be communicated to you via email.

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| August 2013   | • Carefully review this Guide  
• Begin to review and update your resume following the suggestions given in this Guide and the Resume Format Checklist. As additional resource, you may refer to the CDO Resume Guide available online.  
• Attend the CDO Orientation for LL.Ms.                                                                                                                                 |
| September     | • Schedule an appointment with the LL.M. Career Counselor to discuss your job search goals and/or review your resume (after attending a Resume Writing Workshop).  
• Attend a Resume Writing Workshop offered by CDO and prepare your job application materials accordingly. Ask the LL.M. Career Counselor to review your resume.  
• If interested in participating in the NYU ISIP, carefully review instructions available on the ISIP website (www1.law.nyu.edu/depts/careerservices/isip).  
• If you are interested in taking a bar exam, consult the relevant websites to determine which bar and what steps you need to take. For the NY Bar, you will have to fill out the Online Foreign Education Evaluation Form.  
• Regularly consult the Berkeley Law master calendar and the Career Development Office (CDO) website for information on upcoming career programs/workshops. Attend the programs/workshops that serve your career goals. |
| October       | • Upon receiving notice from the CDO, register for ISIP and select those employers with whom you are interested in interviewing; carefully follow the instructions that will be provided to you via email (Check the deadline for registering/bidding and submitting your resume. Do not wait until the last minute!).  
• Attend the NYU ISIP Information Session.  
• Contact former employers, friends, colleagues, and alumni who may have connections with employers whom you may wish to work with, and network!  
• Research potential employers utilizing print and web-based resources offered by the CDO; finalize the list of employers with whom you are interested in working; begin preparing cover letters you will be sending to those employers. Ask the LL.M. Career Counselor to review your cover letter. |
| November                      | • After bidding for employers through ISIP, send in your job application materials to the employers not participating in ISIP or the West Coast LL.M. Job Fair (customized cover letter and resume, and writing sample if they ask for it).
|                              | • Call or send an email to those employers to confirm that they received your application materials (usually after a week).
|                              | • Register for the West Coast LL.M. Job Fair and submit your resume online, carefully following the instructions provided to you by the CDO via email.
|                              | • Attend the LL.M. Interviewing Skills Workshop.
|                              | • Visit Berkeley International Office to explore different VISA options to be able to legally work in the US. |
| December                     | • Bid for the employers with whom you wish to interview at the West Coast LL.M. Job Fair.
|                              | • Review your interview schedule for the NYU ISIP available on the ISIP Symplicity homepage (upon notification from the CDO) and promptly cancel any interviews you are no longer interested in (check the cancellation deadline).
|                              | • If you are interested in taking a bar exam, register to take the Multistate Professional Responsibility Exam (check their registration deadline, which is usually in January; [www.ncbex.org/multistate-tests/mpre](http://www.ncbex.org/multistate-tests/mpre)). Most states, including NY and CA, require that you pass the MPRE to be admitted to the respective bar. |
| January 2014                 | • As soon as your interview schedule for NYU ISIP is confirmed, make travel arrangements (airline and hotel reservations).
|                              | • Review job interview tips provided in this Guide and other relevant resources offered by the CDO.
|                              | • Attend a mock interview session to practice your interview skills for the upcoming job fairs.
|                              | • Participate in ISIP in New York City.
|                              | • Review your schedule of interview(s) for the West Coast LL.M. Job Fair, and promptly cancel any interviews you are no longer interested in (check the cancellation deadline).
|                              | • If not participating in ISIP or the West Coast LL.M. Job Fair, actively research and contact other potential employers.
|                              | • Visit the Berkeley International Office and take care of any visa issues to enable you to work upon graduation. |
| **February** | • Make travel arrangements (airline and hotel reservations) for the West Coast LL.M. Job Fair (the earlier, the better!)
• Review job interview tips provided in this Guide and other relevant resources offered by the CDO.
• Attend the West Coast LL.M. Job Fair at UCLA.
• Inform the LL.M. Career Counselor of your job status.
• Continue to regularly review the Berkeley Law master calendar and the CDO website for information on upcoming career programs (be on the lookout for CDO emails as well!).
• If you have not done so already, visit Berkeley International Office and, if eligible, apply for Optional Practical Training. |
| **March - May** | • Continue to regularly review the Berkeley Law master calendar and the CDO website for information on upcoming career programs that may be of interest to you (be on the lookout for CDO emails as well!).
• Attend the Bar Preparation Tips Session for LL.Ms.
• If applicable, take the MPRE in March.
• Register for the bar exam (for NY Bar, registration period is between April 1 – 30).
• Inform the LL.M. Career Counselor of your job status. Share the good news!
• Fill out the post-graduation employment survey given by the CDO.
• Sign up for the LL.M. Alumni ListServ before graduating and leaving campus. |
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