Overview of Career Services and The 1L Summer Job Search

Career Development Office
www.law.berkeley.edu/careers.htm

Our Services

One on One Career Counseling
• Appointments (30 min.)
• Designated drop-in hours (quick questions)
• Other times – in person or via phone (as available)

Online Resources
• www.law.berkeley.edu/careers.htm [userid: cdo password: cdoaccess]
• b-Line – jobs database/employment evaluations/bidding/basic research

Presentations/Workshops
• Job Search Skills-Building [resume writing/ art of informational interviewing/ etc.]
• Career Exploration [Plaintiffs’ side firms/ energy and clean tech law/ etc.]

Our Services (continued)

Connecting You To Boalt Alumni and Friends

Resume/Cover Letter Review – Interview Coaching
• Online Guides
• Resume Review Days (11/15, 11/16, and 11/17)
• Mock Interview Programs

On-Campus Interview Programs (OCIP)
• Spring Semester (Dec./Jan.)
• Public Interest/Public Sector Career Fair (UC Hastings) (PI/PS Day – Feb.)

Print Resources Library

b-Line

Employment Stats for the Class of 2009

95% employed (another 2% pursuing advanced degree)

Of those employed:
1% in business
7% in government
11% judicial clerkships
69% private practice
11% public interest
**1L Summer Employment**

- 10 - 35% Public Interest Employers (Public Defenders, Civil Legal Svcs, ACLU, etc.)
- 25 - 35% Public Sector Employers (DA Offices, Federal Agencies, State AG, etc.)
- 20% Judicial Externships
- 10 - 15% Private Law Firms (17 1L students worked for large law firms in 2010)
- 1 - 5% In-House (legal departments at companies like Apple, Clorox, Facebook)
- 1 - 5% Academic (Research Assistants)

**PAID vs. UNPAID**

**LAW RELATED vs. NON-LAW RELATED**

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**The Career Exploration Process**

Begin Figuring Out What You Want

Finding What’s Out There

- Take Advantage of Boalt Lunchtime Programs, Seminars (Centers, orgs)
- Practice Areas webpage
- Informational Interviewing/Networking
- Talk to 2Ls/3Ls – review Summer Employment Evaluations
- Talk to Attorney-counselor to explore leads and develop strategies

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**Finding Employers and Opportunities**

**Employer Research webpage**

**B-Line**

**Networking**

**Targeted Mailing** (using Key 1L Resources and with CDO help)

- PSlawNet.org
- Government Honors and Internship Handbook
- martindale.com
- b-Line clerkship database

**PI/PS Day**

**Spring OCIP**

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**b-Line: Boalt’s Online Recruitment System**

- **Apply for jobs posted by employers (after Dec. 1)**
  - Go to jobs from the main menu, or
  - Click on the Job Postings shortcut on the home page
- **Participate in the spring and fall On-Campus Interview Programs**
  - You will go to OCI from the main menu to view participating employers, apply for interviews, submit your bids, etc.
- **Upload your resume in order to apply for jobs and participate in OCIP**
  - Go to Documents from the home page and upload your resume from your local directory
- **Sign-up for a mock interview**
- **View summer employer evaluations**
  - Click on the Summer Evaluations shortcut on the home page
Career Exploration: Public Interest

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Public Interest Career Paths (119)
- Direct legal services (41 of 298 reporting)
- Impact litigation/Policy (36)
- Private public interest law firms (12)
- International human rights law & policy (8)
- Criminal law (prosecutors & defenders) (22)

Direct Legal Services
- Focus on basic needs, e.g., benefits, housing, immigration, employment, family/DV.
- Significant client contact.
- Informal, administrative advocacy and individual litigation.
- Fast-paced environments with limited resources.
- For example:
  - East Bay Community Law Center
  - Bay Area Legal Aid
  - Legal Services for Children
  - Centro Legal de La Raza
  - Legal Aid Society-Employment Law Center

Impact Litigation/Policy
- Broader strategies to effect systemic change
- Diverse areas, e.g., consumer protection, civil rights, immigration reform, national security
- Litigation, research & writing, legislative advocacy, technical assistance, community organizing
- For example:
  - ACLU of N. CA
  - Lawyers’ Committee for Civil Rights (SF)
  - Public Advocates
  - Disability Rights Advocates
  - Equal Rights Advocates
  - Brennan Center
Private Public Interest Law Firms

- Focus on representing underrepresented communities or causes.
- Issue-oriented, e.g., civil rights, workers’ rights, environmental, etc.
- Maybe a combination of impact work and individual litigation.
- Unlike non-profits, PI firms have to make a profit to stay afloat. This may affect case/client selection.
- Check Public Interest Private Firm Guide on PSLawNet.

International Human Rights Law

- Interest in and sensitivity to other cultures and legal systems.
- Language skills. Diverse skill sets.
- For example:
  - International Criminal Tribunal for Rwanda
  - Earthrights International
  - Human Rights Watch
  - Center For Justice and Accountability (SF)

Criminal Law: PDs and DAs

- Defense: Public Defenders, Federal Defenders
- Prosecution: District Attorneys, US Attorneys
- Heavy client/witness contact.
- Research & writing (memos and motions), public speaking, oral advocacy, court appearances; investigation and discovery
- Fast-paced environment
- For example:
  - County: San Francisco, Contra Costa, Alameda County
  - Public Defender Service (DC), Bronx Defenders (NY)

Criminal Law: Post-Conviction

- Appeals
- Death Penalty (appeals & habeas corpus)
- Prisoners’ rights advocacy & civil rights litigation
- Research & writing (motions, memos, briefs)
- Client/witness interviewing
- Administrative advocacy, litigation, direct legal services
- For example:
  - Attorney General, OSPD (CA)
  - California Appellate Project SF
  - Justice Now, Legal Services for Prisoners w/Children, Prison Law Office
  - Private public interest firms
Public Interest Careers: Next Steps

- Take advantage of opportunities year-round to:
  - Explore areas of public interest work
  - Develop important skills
  - Build a network of classmates, faculty, and mentors
- Consider how you want to spend your 1L summer.
  - Particular area of law you would like to explore?
  - Skills you want to develop?
  - Writing sample?
  - Geographic preference?
- Reflect on how your 1L summer fits into your 2L and post-graduate plans or aspirations.

Public Interest Careers: Next Steps

- Prepare your Public Interest legal resume
- Identify organizations in which you are interested.
  - CDO Public Interest Careers and Resources pages
  - PSLawNet.org
  - B-Line
  - Classmates
  - CDO counselors, website, emails, and programs
- Customized cover letters are critical.
- In December, you may begin sending out applications.
  - Review organization deadlines.
  - PI organizations may not get back to you until early Spring -- keep track of where you have applied.
  - Use PI/PS Day as a back-up.

Career Exploration: Government

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Why a Government Career May Be Right For You

- General interest in public service
- Interest in a legal career that may include a mix of advocacy, legislative law, policy & politics
- Quality of Life & High Levels of Professional Satisfaction
- More immediate responsibility and substantive assignments
- Competitive salary, benefits & opportunities to quickly move up salary scale
- Loan Repayment Program Opportunities
- Lateral opportunities (within government & to private sector & from DC-CA)
Overview of FED GOV

- The FED GOV is like a large public law firm with many different practice areas
- Attorneys work in all 3 branches of GOV – litigating civil & criminal cases, counseling lawmakers, drafting statutes & regulations, issuing administrative legal opinions, etc.
  - Most attorneys (nearly 100K) work in executive branch and independent agencies (e.g., FCC, NLRB, Fed Reserve)

What kind of work do government lawyers do?

- **Litigate**: DOJ is place to be – central agency for enforcement of federal laws & main litigating branch of US GOV; HQ in DC w/93 USAO nationwide.
  - **Other offices with litigating authority**: DOL & SEC; many other agencies coordinate w/DOJ on lawsuits; contributing subject matter expertise.
- **Regulate**: lawyers who are at the forefront of forming and enforcing new rules (FDA, EPA) – implementing new rules and regulations.
- **Advise**: Helping clients comply with the law – work on congressional inquiries, FOIA requests, rulemaking and citizen petitions.
Available Career Opportunities in State & Local GOV

- **State Attorney General’s Office:** like the US DOJ – state’s largest public law firm – represents state in litigation and also provides legal advice to state officials & agencies.

- **State Agencies:** While State AG provides nearly all legal services to state agencies, some states (e.g., CA) authorize agencies to employ “in-house counsel.” In addition to providing legal advice to agency officials, lawyers will draft legislation & regulations and represent agency in admin. proceedings.

- **Other:** Governor’s Office, State Legislature & City/County Law Departments

Overview of Post-Graduate Entry-Level Government Jobs

- **FED GOV:**
  - Honors Programs (nearly two-dozen)
  - Presidential Management Fellows (PMF) Program
  - Limited opportunities in the Bay Area

- **STATE & LOCAL GOV:**
  - DA & PD Hiring
  - Some State AG’s Offices (OR, MD)
  - Some City ATTY/County Counsel (NYC, Santa Clara)
  - Mostly lateral hiring (at least 1YR of experience required)

Common 1L FED GOV Internships

**In 2010, 21% (62) of all 1Ls did GOV internships.**

- U.S. Dept. of Justice
  - U.S. Attorneys Office
  - Volunteer Legal Internship Program (1K+ interns)

- U.S. Dept. of Labor
- Federal Trade Commission (FTC)
- Securities & Exchange Commission (SEC)

Common 1L State & Local GOV Internships

- California Attorney General’s Office (150)
- San Francisco City Attorney’s Office (35)
- County DA and PD Offices
- CA Energy Commission & PUC
Key 1L Public Interest & GOV Events

November 2 – Human Rights Career Panel
November 4 – Externships Fair
November 5 – Reception at the Office of the CA AG
November 17 – Student to Student P/PS Career Fair
November 19 – Reception with LCCR & Public Advocates
November 22 – PI/PS Day Orientation

Key 1L GOV Resources

- Start with our “Public Sector Careers” page – there you will find sections organized in different categories (FED, State, Policy/Politics, DA/PD); also includes some GOV webcasts we have posted
- You can find live GOV job postings on the B-Line, PSLAWNET and in the GOV Honors & Internship Handbook
  - Employer contact info (B-Line & Field Placement List)

Career Exploration
Judicial Externships & Post-Graduate Clerkships

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Overview of Judicial Clerkships: The Basics

- One or two year “term” position with a judge
  - Right after graduation (begin in fall) or later in career
  - 8-11% of graduating class will obtain FED/state clerkships

- Different Types of Clerkships:
  - U.S. Supreme Court
  - Federal Circuit Courts of Appeal
  - Federal District Courts
  - Magistrate Judges & Bankruptcy Court
  - Specialty Courts: Immigration Courts, Tax Court, Court of Federal Claims, Armed Forces, ALJs (DOL)
  - State Courts (note about CA)
What do judicial clerks do?

- Research and write memoranda for the judge; supervised directly by judge and/or by career clerks/staff attorneys
- Attend hearings, draft opinions, help with administrative duties
- Beyond that – work, type of cases, hours, pace – depend upon judge and court where you are clerking.

Overview of Judicial Clerkships: Benefits & Downsides

- **Benefits**
  - Great post-graduate credential
  - Note about Law Teaching, PI fellowships & GOV Honors Programs
- **Downsides?**
  - Some students don’t want to delay opportunity to start practicing, working with clients (PI/PS)
  - Highly competitive process – requires geographical flexibility (not possible for everyone)
  - Can always apply later in your career!

Appellate vs. Trial Court

- **Appellate – good fit for students who:**
  - prefer academic side of the law rather than adversarial side of the law
  - May not be pursuing a career in litigation
  - are not seeking frequent contact with lawyers or parties.
- **District Court – good fit for students who are seeking:**
  - Solid training for litigation career; plenty of R&W, but more time in court and exposure to practical aspects of trial court litigation
  - Unique opportunities to observe wide range of lawyering styles from judge’s perspective

Overview of Judicial Clerkships: Application Timeline

- **Fall & Spring of 2L Year:** Attend CDO programs; secure 3 recommendation letters; work on application materials & research judges (talk to future, current & former clerks)
  - Note about timing of state court clerkship applications
- **Summer before 3L Year:** Finalize application materials & judge research; continue networking efforts; work w/CDO
- **Fall of 3L Year:** Submit applications; prepare for Interviews (programs); land clerkship
Overview of Judicial Clerkships: Things to Consider Moving Forward

- Letters of Recommendation
  - RA Positions
  - Writing Requirement Supervisors
  - Clinical & Internship Supervisors
  - Multiple classes w/same prof; office hours
- Develop some Writing Sample Options
- Networking, Contacts & Relationships
  - 1st summer; student groups; alums; events
- Review Clerkship Guide/Website for more info

Benefits of Summer Judicial Externships

23% (68) 1Ls did judicial externships last summer.

- Hone research, writing & legal skills
- Gain insight into inner workings of legal system; direct work for judge
- Great credential on resume
- Connection to clerkship applications?

Downsides of Summer Externships?

- No funding available
  - Limited summer funding (can do during year)
  - Judicial Internship Opportunity Program (12/1; $1,500 stipend; limited # of participating judges; students can indicate geographical preferences)
- Can be too academic for students who are ready after year of being in the classroom to work with clients and be out in the community
  - Effect on PI/PS job search

Bay Area Judicial Externships

- 9th Circuit
  - 5 (SF; 3 hire externs); 1 (SAC); 19 (SoCAL)
- U.S. District Court for the Northern District of CA
  - SF, Oakland & San Jose
  - Pro Se Dept. (civil), Bankruptcy, Magistrates
- U.S. District Court for the Eastern District of CA
  - Sacramento (7) & Eastern CA cities & counties
- CA State Courts
  - CA Supreme Court, CA Courts of Appeal, CA Superior Courts
Resources

- Judicial Externship Guide
  - List of summer & academic-year placements
  - Sample cover letters & application guidance
  - Additional research resources – CA Courts & Judges; Almanac of the Federal Judiciary; Daily Journal CA Judge Profiles
- B-Line Evaluations (Summer → Judge/Judiciary)
- Field Placement Office Evaluations (Boalt 356)

Application Materials & Qualifications

- Resume, cover letter, transcript (if applicable), list of references (2-3) & writing sample (LRW memo; cover sheet)
- Qualifications:
  - First week of December judges?
    - work experience, college grades; transferable skills.
  - ND of CA & other judges?
    - same as above – but including 1st semester grades

Timing of Applications & Interviews

- First Week of December:
  - Nearly all fed appeals & district courts; Judge Alsup (NDCA);
  - all state supreme courts (including CA)
  - Interviews: Try to schedule after finals (if possible); if applying
    in or near home state – indicate this in cover letter
  - Note about “exploding offers”
- Over Winter Break:
  - State courts of appeal; state trial courts
- Northern District of CA:
  - After receiving 1st semester grades; judges won’t contact
    students until Feb. 1, 2011

Career Exploration

Big Law

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Big Law Firm Practice: What is it?
- For profit business: partners/associates
- 100-1000’s of lawyers
- Structured departmentally
- Client driven
- Varying atmospheres

Pros
- Prestige
- Salaries
- Mobility
- Large challenges
- Variety
- Sophisticated work
- Mentors
- Benefits

Cons
- Long hours
- Deadlines
- Contentious, political (image counts)
- Nature of work (mundane)
- Lack of autonomy (team player)
- Nature of clients-manage assets of the wealthy

What to do at Berkeley Law
- Get good grades
- Activities that bring you into contact with Big Law attorneys: articles, Law Review note, bar association, law school committees, speaker programs
- Take relevant classes and clinics
- Networking-start with classmates
Summer Opportunities
- Not much (little connection with future employment)
- 2010: 16 1Ls worked in big law-mostly IP focused
- Good grades
- Technological background
- Connections
- Diversity slot

Brown Bags
- Private Sector
  - Marsha Rabkin: 11/2, 11/23
  - Sarah Cunniff: 11/10, 11/18
- Public Sector
  - Linda Maranzana: 11/3, 11/16
  - Alex Lee: 11/8, 11/24

Career Exploration: Small & Mid-Size Firms
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Small and Midsize Firms
What do they do?
- High-end boutiques
- Small general-services
- Specialty practices:
  - immigration
  - estates & trusts
  - family law
  - criminal defense
- Plaintiffs’ firms
- Special (impact, civil rights, etc.)
Pros

- Quality of life
- Opportunity to develop expertise
- Responsibility early on
- Collegiality, sense of belonging
- Less bureaucratic
- Client contact (?)

Cons

- Lower compensation (?)
- Some types of work aren't done at small firms
- Can be isolated or even claustrophobic
- Fewer resources
- Less formal training
- Don't assume it's less work or less pressure

What to do while you’re at Berkeley Law

- Get good grades
- Take relevant classes and clinics
- Activities that bring you in contact with attorneys in private practice
- Networking
- Learn about different practice areas

Summer Opportunities

- Not many opportunities in private sector
- Personal contacts
- Listings in b-Line
- “Cold” applications
What’s it Like to Be “In-House?”

- In-House Positions
  - Employee versus outside counsel
  - Managing legal work instead of doing it
  - Specialization depending on corporate need

- Pros/Cons
  - Work-Life balance vs $$
  - On-going relationship with clients versus specific projects
  - In-house career advancement vs making partner

Career Path for Going In-House

- Prepare Yourself To Go In-House
  - Acquire industry knowledge and contacts
  - Acquire legal skills & knowledge

- Summer Jobs In-House
### What Can You Do Besides Practice Law?

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### Stepping Off the Law Practice Path

- Pros/Cons of Business vs Legal Roles
- Preparing and Positioning Yourself Now
- Non-JD Opportunities this Summer