

# University of California, Berkeley School of Law

An Overview of the  
U.S. Legal Job Market  
and Career Development  
Services for LL.M.s and J.S.D.s  
August 2013



# Agenda

- Part I**      **Career & Professional  
Development Services Overview**
- Part II**     **The U.S. Legal Market and  
Opportunities for LL.M. Candidates**
- Part III**    **Navigating Networking in the U.S.**
- Part IV**     **Application Materials for a U.S. Job Search**

# **Part I**

## **Career & Professional Development Services Overview**

# Your Specialist Career Counselors:

**Kristen Uhl Hulse, Esq.**

Director of Student Advising, Advanced Degree Programs

[khulse@law.berkeley.edu](mailto:khulse@law.berkeley.edu)

**Minji Kim, Esq.**

International and LL.M. Career Advisor

[mjkim@law.berkeley.edu](mailto:mjkim@law.berkeley.edu)

# You Can Find Us ...

- **In Person, by Appointment:**
  - Kristen: 221 Boalt Hall (check in at the ADP Office front desk)
  - Minji: 290 Simon Hall (around the corner from the Registrar's Office)
- **By Telephone:**
  - Kristen: 510.642.1476
  - Minji: 510.642.4567
- **Online:** <http://www.law.berkeley.edu/careers.htm>

# How to Make an Appointment:

**Appointment Quest** (Online Scheduler):

<https://www.appointmentquest.com/scheduler/2160033730> (linked on bSpace)

# Customized Services for LL.M. Students:

- Individual Career Consultation
- Resume and Cover Letter Review
- Interview Coaching and Mock Interviews
- Workshops Designed for Advanced Degree Students (Resume and Cover Letter Writing; Networking and Interviewing Skills; Bar Exam Preparation Tips; etc.)
- Practice-Specific Panel Discussions and Networking Opportunities
- Participation in Two Annual LL.M. Interview Programs (ISIP and West Coast LL.M. Job Fair)
- Resume Collections (Upon Employer's Request)

# Student Responsibilities:

*The more you put into your career development, the more we can help you reach your goals.*

- Check your Berkeley Law email account and bSpace for career announcements and respond to RSVP requests.
- Read and follow the Basic Career Planning Roadmap for LL.M.s (handout).
- Meet with LL.M. Career Counselors for tailored career and professional development advice.
- Take advantage of opportunities to have resumes and cover letters reviewed and to do mock interviews.
- Comply with all applicable job fair deadlines (ISIP & West Coast Job Fair).
- Attend career programs and other events at the law school.
- Engage with the legal profession by joining local or national bar associations of interest, reading legal profession news (law.com) and attending local bar association and other events off campus.



# Mark Your Calendars! Upcoming Events:

- **Job Search Tips for LL.M.s: Law Firm and Private Sector Opportunities:**  
Wednesday, September 4<sup>th</sup>, 1:00 – 1:45 pm (Boalt 110)
- **Resume Workshops:** Friday, September 13<sup>th</sup>, 12:45 – 2:00 pm (Boalt 105); and Friday, September 20, 12:45 – 2:00 (Boalt 105)
- **Job Search Tips for LL.M.s: Public Interest and International Organizations:**  
Tuesday, September 17<sup>th</sup>, 1:00 – 1:45 pm (Boalt 105)
- **Information Session: International Student Interview Program:** Thursday, October 4<sup>th</sup>, 12:45 – 1:45 pm (Boalt 105)
- **"Pitch Perfect": How to Promote Your LL.M. Credential with U.S. Employers**  
(program designed for U.S./Canadian LL.M.s. but all are welcome to attend): Friday, October 11<sup>th</sup>, 12:30 – 1:30pm (room TBA)

*Check your Berkeley Law e-mail account frequently  
for announcements about other programs and important dates and  
deadlines!*

# Mark Your Calendars! Upcoming Deadlines:

- **October 11<sup>th</sup>:** Deadline to submit resumes for review and comments prior to bidding for ISIP (resumes will be returned by October 25<sup>th</sup>)
- **October 14<sup>th</sup>:** ISIP Student Bidding for Interviews Opens
- **November 4<sup>th</sup>:** **(2:00 p.m. West Coast – NO EXCEPTIONS):** ISIP Student Bidding for Interviews Closes
- **November 4<sup>th</sup>:** West Coast Job Fair Registration Opens
- **December 3<sup>rd</sup>:** West Coast Job Fair Registration Closes
- **December 4<sup>th</sup>:** West Coast Job Fair Bidding Opens

*Check your Berkeley Law e-mail account frequently for announcements about other programs and important dates and deadlines!*

*Introduction to Resources Available on the  
Career Development Office Website*

<http://www.law.berkeley.edu/careers.htm>

**Username:** cdo

**Password:** cdoaccess

# CDO Website: Areas of Particular Interest for LL.M.s

- Jobs and Career Options
  - B-Line (Berkeley Law's online jobs database)
  - PSJD (public interest jobs/internships)
- Career Development and Job Search Skills
- For LL.M.s
  - LL.M. Guide; sample resume and cover letter
- Other Resources
  - External Job Search Resources

# Part II

## The U.S. Legal Market and Opportunities for LL.M. Candidates

# How to Find Information About the U.S. Legal Market?

**Follow U.S. legal market news.** Blogs have become a popular source of information about legal employers.

- **Law.com** (<http://www.law.com>) aggregates news stories about the legal industry and links to <http://www.lawjobs.com>, an online jobs database.
- **Above the Law** (<http://www.abovethelaw.com>) tracks facts (as well as gossip, irreverent commentary, and sheer speculation) about many legal employers.
- **Career Center** (<http://careers.abovethelaw.com>), launched in 2009 by Above the Law and Lateral Link (a recruiting firm), 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; Chambers Associate (<http://www.chambers-associate.com>) provides independently researched data and commentary by law firm insiders
- Follow the **CDO Newswire Blog** (<http://www.law.berkeley.edu/careers.htm>) for updates on the legal market and job-search related matters from the CDO Office.

# Visa Issues and Bar Requirements

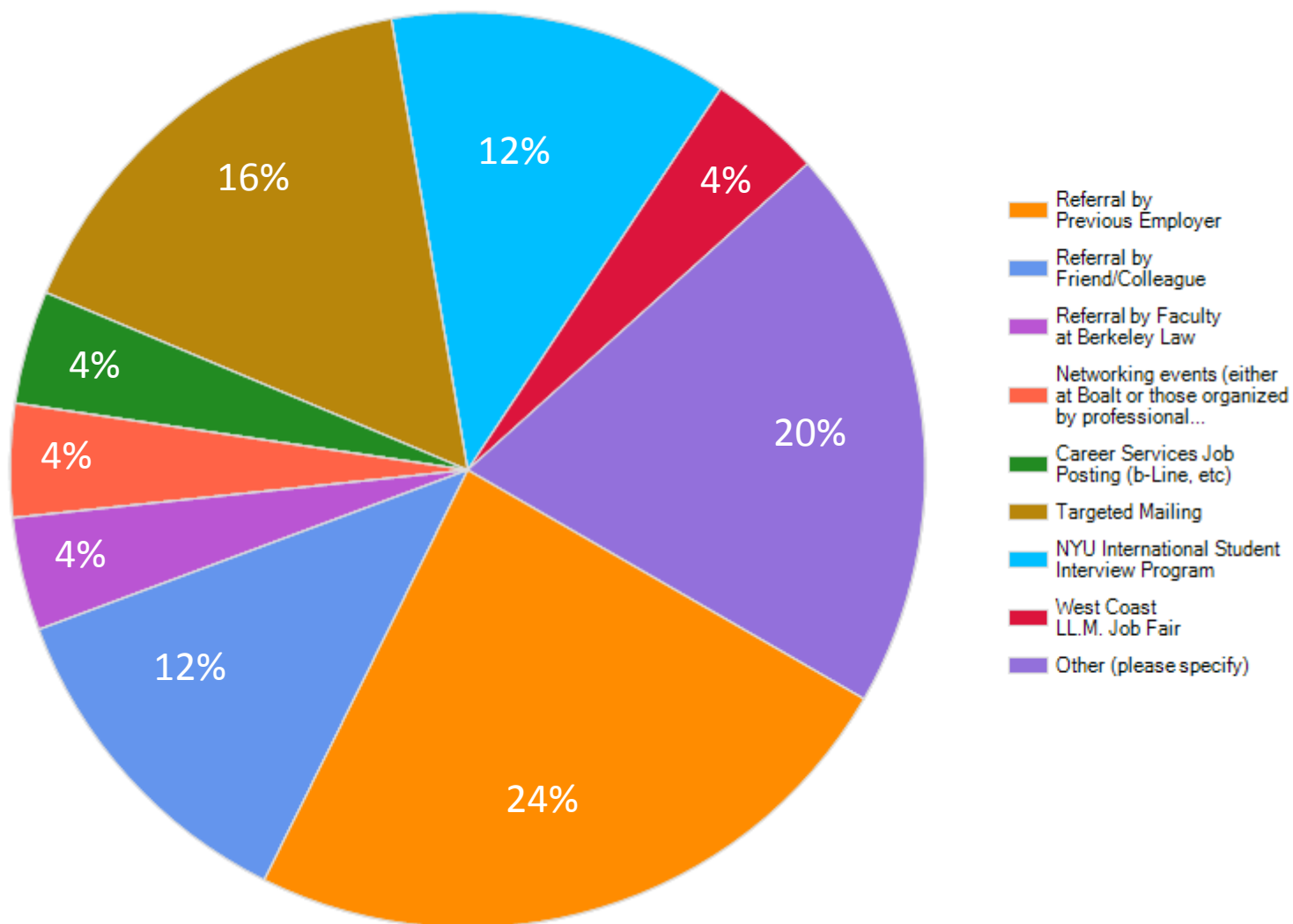
- **Visa Issues:** Plan early; visit Berkeley International Office (<http://internationaloffice.berkeley.edu>)
- **Bar Requirements:** Vary from state-to-state. See the American Bar Association's "Comprehensive Guide to Bar Admission Requirements" at [http://www.ncbex.org/assets/media\\_files/CompGuide/CompGuide.pdf](http://www.ncbex.org/assets/media_files/CompGuide/CompGuide.pdf).
  - The Advanced Degree Programs Office at Berkeley Law is your main point of contact for Bar-related questions.
- **Past NY Bar Pass Rates for Berkeley Law LL.M.s:**
  - 18 out of 50 LL.M. takers passed in 2012 (36%)
  - 25 out of 46 LL.M. takers passed in 2011 (54%)
  - 22 out of 33 LL.M. takers passed in 2010 (67%)
  - 25 out of 49 LL.M. takers passed in 2009 (51%)

# How do LL.M. Candidates Find Job Opportunities?

- **Job Postings**
  - B-Line; PSJD; etc.
- **LL.M. Job Fairs**
  - International Student Interview Program (ISIP) and West Coast LL.M. Job Fair (both in Spring 2014)
- **Self-Initiated Job Search**
  - Year-long process of research and making connections
  - Guidelines on Employer Research available on the CDO Website (<http://www.law.berkeley.edu/8403.htm>)



How did you obtain this position? Check all that may apply.



# What U.S. Employers Typically Hire LL.M. and J.S.D. Candidates?

- Large law firms with international business interests, most of which are in New York or D.C.
  - Temporary “internship” positions (3 months to 1 year); “strategic” arrangement for the firm
  - “Of Counsel” positions (occasionally for experienced attorneys)
  - “Permanent” positions (very rare; driven by practice area/experience)
- Other Opportunities: Case-by-Case Basis
  - In-house attorney positions with companies with international business – often a few years of large law firm experience is required
  - Non-profit organizations and academia
  - International organizations such as the World Bank and the United Nations

# Why Would a U.S. Employer Hire an LL.M. Candidate?

- Language skills
- Specialized academic and practice focus
- Prior practice experience (U.S. or overseas)
- Connections with candidate's home country (clients, office locations, etc.)
- The candidate's professional connections/clients

**Your goal:** Distinguish yourself – you offer a strategic advantage! What can *you* do for *them* that a typical U.S. candidate could not?

# Your Challenge:



# How to Find Organizations that Hire LL.M. Candidates?

- **ISIP and West Coast LL.M. Job Fairs**
- **NALP Online Directory** (<http://www.nalpdirectory.com>)
  - Select “United States” or other country (you may also narrow this by city, employer type, practice area, etc.)
  - Select “Organizations that hire” → “Domestic LL.M.s” or “Foreign LL.M.s”
- **Informational Interviews**
  - Resources: LinkedIn (<http://www.linkedin.com>); Martindale-Hubbell (<http://www.martindale.com>)
  - Recommendation: Search for something in common: nationality; education; degree

# Annual LL.M. Job Fairs

- **NYU International Student Interview Program (ISIP): January 24, 2014 in New York City**
  - <http://www.law.nyu.edu/isip/studentfaqs/index.htm>
  - Process begins in October – check your Berkeley Law e-mail accounts for official announcements
  - Primarily for opportunities outside the United States, but some “domestic” internship opportunities
  - Students “bid” based on country of their first law degree
  - Typically around 180 employers participate; 32 schools
- **West Coast LL.M. Job Fair: Friday, February 21, 2014 in Los Angeles**
  - <http://www.law.ucla.edu/career-services/current-students/llm-students/Pages/west-coast-international-llm-job-fair.aspx>
  - Process begins in November – check your Berkeley Law e-mail accounts for official announcements
  - Primarily for opportunities in or near L.A. including public interest employers
  - Typically around 40 employers participate; 19 schools

# Part III

## Navigating Networking in the United States

# Exercise

- Write your “elevator pitch” (30 seconds) – who you are, what you have done before coming to Berkeley, what you are doing at Berkeley, and what you hope to do afterward
- E.g.: “I am an Italian lawyer focusing on commercial litigation. I enrolled in the LL.M. at Berkeley because I wanted to develop a broader focus internationally. I hope to transition to international arbitration after graduating in May.”



# Networking 101

- Every year, we hear that most LL.M.s find their next positions through networking. *What does that mean?*
  - Strategic assessment: who do you know; who do they know; and who do you want to know? How can your connections connect you to your next opportunity?
  - Networking is not cold calling people to ask for a job. It is building long-term relationships that can lead you to new job opportunities.
- Consult “Networking and Informational Interviewing” guidance on CDO Website:  
<http://www.law.berkeley.edu/8399.htm>

# Networking Contacts

## Who Do You Know?

- Faculty and classmates from your first law degree
- Faculty and classmates from Berkeley Law
- Guest speakers/panelists at CDO and other Berkeley Law events
- Former supervisors, colleagues, and clients who may have U.S. connections

## Who Do You Want to Know?

- Attorneys in the United States with some relationship to your home country employer
- Attorneys from your home country practicing in the United States in a firm and/or practice area of interest to you
- Attorneys from your country who formerly practiced in the United States who still may have contacts with U.S. employers
- Attorneys in the United States with business or clients in your home country

# Networking: The Process

- Reach out to everyone you know who may have a connection to a U.S. employer or who may know someone who does; write to them to let them know you are studying at Berkeley Law and that you are interested in an opportunity in the United States. Provide periodic updates on your progress.
- Develop your “Elevator Pitch” – a brief summary of who you are (*e.g.*, an Italian lawyer studying IP at Berkeley Law) and what you are seeking (*e.g.*, a short-term opportunity with a boutique IP firm in Silicon Valley).
- Attend and make full use of events at Berkeley Law (check the Calendar link on the Berkeley Law Web site): CDO events, events organized by other academic centers (*e.g.*, Institute for Global Challenges & the Law, Berkeley Center for Law and Technology, International Human Rights Clinic), Symposia; and attend local professional association events (*e.g.*, San Francisco Bar Association)
- Conduct “informational interviews” with attorneys of interest.

# Informational Interviewing: The Process

## **Step One: Identify target “interviewees”**

- Focus on similarities: fellow alumni; former employer in common; nationality in common; etc.

## **Step Two: Request an informational interview**

- “Short and sweet”: Who you are, what you are seeking; build in a “follow-up”

## **Step Three: Conduct informational interview**

- All about them (people love to talk about themselves); be sure to send a thank-you note

## **Step Four: Stay in touch!**

- Periodic updates about your search/status

# Sample Request for an Informational Interview

**Subject:** Request for Informational Discussion from Berkeley Law LL.M. Candidate

Dear Mr. Smith:

I hope that this e-mail finds you well. I am an LL.M. candidate at the University of California, Berkeley, School of Law focusing on international human rights law. Prior to enrolling in the program, I worked for an NGO in Geneva, Switzerland. After graduating from the LL.M. program at Berkeley, I hope to use my year-long training visa to complete an internship in the United States in the human rights field.

Since you are a Berkeley Law alum who is working in a human rights NGO, I would greatly value your insights and advice regarding my intended career path. Would you perhaps be willing to speak with me briefly over the telephone? I am generally available on Wednesday afternoons and all day on Fridays. I understand that you are very busy, so I will follow up with you next week.

Kind regards,  
Katrin Schmidt

# Sample Questions for an Informational Interview

- Why did you decide to enter this field?
- What made you decide on this particular employer?
- How did you find your position?
- What is the most challenging/rewarding aspect of your job?
- How did your Berkeley Law degree prepare you for this position?
- Are there any periodicals that I should read or events that I should attend to keep abreast of new developments in the field?
- Do you have any suggestions for my own job search?
- Would you be willing to offer comments on my resume?
- Your suggestions have been so helpful. Do you happen to know other attorneys who might be willing to speak with me about my career path?

# More Exercises:

- Handshakes (“web to web”)
- Business card etiquette
- Entering and departing conversations at networking events
- Dress code for business and networking events

# Part IV

## Application Materials for a U.S. Job Search



# U.S.-Style Resume

## Different from a “CV”

- One-page document highlighting relevant experience.
- Marketing tool, not a biography.
- Does not include personal data (*e.g.*, age, birth date, nationality, marital status, and photos), computer skills, objectives, or references.
- Information is listed in reverse chronological format.
- Translate information into English or U.S. legal system and add explanatory notes when necessary in parenthesis (    ).
- Review the LL.M. Career Guide and the Sample LL.M. Resume available on bSpace and at <http://www.law.berkeley.edu/5902.htm>.
- Attend a Resume Writing Workshop in September.

# U.S.-Style Resume

## Section Headers for LL.M.s and J.S.D.s:

- Education (be sure to include Berkeley Law)
- Experience
- Language Skills (indicate level of proficiency)
- Publications and Presentations (as relevant)
- Professional Affiliations (bar memberships, etc.)
- Interests (optional; try to focus on those that demonstrate commitment to law practice, teamwork or leadership, or that include specific accomplishments)

## JANE DOE

123 Townsend Street Apt. # 2B, Oakland, CA 94618  
(510) 643-8196; janedoe@law.berkeley.edu

### **EDUCATION**

**University of California, Berkeley, School of Law (Boalt Hall), Berkeley, CA**

*Master of Laws (LL.M.) Candidate, May 2014*

Relevant Coursework: International Arbitration; Business Associations; Foreign Investment Law

Activities: Assistant Editor, Berkeley Journal of International Law; Member, International Law Society

**University of Helsinki, Faculty of Law, Helsinki, Finland**

*LL.B. (J.D. equivalent), June 2000*

Honors: Annual Best Student of the University (1999-2000)

Activities: Ninth Annual International Commercial Moot Arbitration (1999) (Team 36th among the 108 participating law schools; personal ranking above 80th percentile)

### **EXPERIENCE**

**Attorneys-at-Law Harri Kontturi Ltd., Helsinki, Finland**

*Consulting Lawyer, January 2007 – May 2013*

Negotiated and drafted both domestic and international intellectual property rights and cross-border business contracts (mergers and acquisitions and outsourcing agreements). Analyzed antitrust issues in connection with large-scale international mergers.

**University of Joensuu, Department of Law, Joensuu, Finland**

*Senior Research Assistant in International Commercial Law, January 2004 – January 2007*

Lectured in Business Law, Intellectual Property, and Consumer Law. Led small group discussions in Contract Law and E-Commerce.

**Law Office Legitum Ltd., Helsinki, Finland**

*Lawyer, September 2001 – December 2004*

Drafted and negotiated IP contracts.

Analyzed contractual risks and developed contract management strategies for domestic and international clients.

**Parliament of Finland, Helsinki, Finland**

*Aid for Member of Parliament, June 2000 – August 2001*

Researched international law issues in connection with drafting legislative initiatives. Aided constituents in resolving legal problems.

### **PUBLICATION**

*The Next Era of Digital Media and the Law, Finnish Perspective, Lakimies 7–8/2007*

### **BAR ADMISSION**

Admitted in Finland (2000)

### **LANGUAGES**

Finnish (native); English (fluent); Swedish (intermediate); German (intermediate); French (basic)

# Cover Letters

- A cover letter serves four functions:
  - Introduces you;
  - Highlights some of your most relevant qualifications (gives “personality” to your resume);
  - States why you are interested in the employer; and
  - Requests an interview.
- Professional communication: should be written in a business letter format.
- Consult the Cover Letter Outline and Sample Cover Letter on the LL.M. page of the CDO Website:  
<http://www.law.berkeley.edu/5902.htm>

# Other Application Materials

- **Transcripts** (unless asked, no need to provide foreign transcript, but have an electronically scanned copy just in case)
- **List of References** (3 are optimal; ideally, they will include academic and professional references)
- **Writing Samples** (a writing sample in English is necessary for most U.S. opportunities)
  - Exam answer
  - Past work product (solely your own work; redact client-specific information; secure approval from employer)

*When in doubt ... ask an LL.M. Career Advisor!*

# Interviews

- Types: Screening Interviews and Callback Interviews.
- Preparation is the key to a successful interview.
- Research the employer and the interviewer in advance (*e.g.*, using NALP Directory, Martindale.com, or LinkedIn).
- Consult CDO Effective Interviewing guidance online at <http://www.law.berkeley.edu/8388.htm>.
  - Write out your answers to commonly-asked questions (see “Detailed Guide to Effective Interviewing” → “5. Questions to be Prepared to Answer”)
  - Prepare a list of intelligent questions to ask employers (see “Detailed Guide to Effective Interviewing” → “6. Questions to Ask”)
- Review various effective interviewing guides available on the CDO Web site (go to “Career Development and Job Search Skills” section).
- Attend the CDO Interviewing Skills Workshop in November.

*Any Questions?*

# Remember ...

