This email contains information about:

- counselor availability
- ordering a transcript (you’ll need photocopies of an original for EIW)
- getting your resume reviewed (if you haven’t already submitted it)
- checking out Resume Collect employers via OCI section of b-Line; and
- looking at summer 2020 job postings elsewhere in b-Line.

**COUNSELOR AVAILABILITY**

Private sector attorney-counselor **Valerie Castelo** is returning from her leave and is available for phone appointments only beginning Tuesday, July 2nd. You can make an appointment via b-Line or by contacting her directly at vcastelo@law.berkeley.edu.

**Sarra Ziari** (sziarri@law.berkeley.edu) is available for phone appointments only through July 8th and thereafter in person or by phone.

**Sarah Cunniff** (scunniff@law.berkeley.edu), who came out of retirement to fill in for Valerie, is available, in person or by phone, until July 31st. Shannon Kahn and I continue to be available in person or by phone throughout the summer as are Public Interest/Public Sector counselors Sara Malan and Melanie Rowen.

**TRANSCRIPTS**

You will need to have photocopies (front as well as the grade explanation on the back) of an official transcript for all your EIW interviews and lots of extras for hospitality suite visits.

**NOTE:** There is no need to -- and please do not -- order multiple originals from the Registrar for this purpose. Photocopies are the expected norm.

To order your transcript, go to the “My Academics” page of CalCentral. Then go to the Academic Records menu in the lower left sidebar and choose whether you would like an electronic copy of your transcript (for which there is a $1.90 charge) or a printed version (free).

If you choose the printed option, you **will need to order it by Monday, July 8th** to insure that you have it in time for EIW. You can designate a mailing address when ordering a printed version or you can pick it up in person from the Registrar’s Office at 270 Simon Hall. Electronic orders are processed and sent to you via email within hours.

Please make sure all of your CalCentral information is accurate before placing your transcript order.

Do not put off ordering your transcript just because you are concerned that your classes for 2L year do not appear or are not final. The information employers are looking to verify are your grades. You can address any questions about the classes you will be taking this coming semester during the interviews.

**RESUME COLLECT**

As an alternative to coming to Berkeley and participating in EIW, some employers have chosen to participate in our
Resume Collect Program. You can see the list of Resume Collect employers by choosing “2019 EIW Resume Collect” as the Session from the OCI page of b-Line. Click on the “review” button for each employer to see which documents they would like to you upload to b-Line at the time you apply. If no specific documents are specified, you need only upload a resume. The application period will run concurrently with the bidding period, July 15 to July 22nd. Resume Collect employers are given access to your application materials on July 24th and, if they decide to offer you an initial interview, which is likely to be at their own offices at your own expense, they will contact you directly.

SUMMER ASSOCIATE JOB POSTINGS ON b-LINE

Yet another alternative available to employers who may have summer 2020 openings is to simply post a job listing to the Jobs section of b-Line, so be sure to check that regularly. The job posting mechanism is functionally not all that different from the Resume Collect option, though employers might specify some different method for receiving application materials than via b-Line. As of today, there are about two dozen law firm summer associate job listing in the Jobs section of b-Line.

NOTE: You should not respond to announcements from offices that have already signed up to interview during EIW.

RESUME REVIEW

If you have not already done so, submit your updated resume for review to career@law.berkeley.edu with your geographic preferences as soon as possible. We will do our best to get it back in time for it to be useful to you. (However, priority will go to those who submitted their resumes by the EIW review deadline of June 17.) If you've already had it reviewed, please do not resubmit it. Unfortunately, we are unable to do multiple reviews since we want to give everyone a chance to have theirs reviewed once before OCI.

Remember also that some EIW employers want you to submit a cover letter. You can find a list of them in b-Line’s Document Library.

To opt off the Firm Announcements email list, just send a reply email letting us know.

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