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## CDO: 2L Summer Job Search

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From: **Terrence J. GALLIGAN** <[tgalligan@berkeley.edu](mailto:tgalligan@berkeley.edu)>

Date: Wed, Jun 24, 2020 at 5:16 PM

Subject: CDO: 2L Summer Job Search

To: <[students-1ls@law.berkeley.edu](mailto:students-1ls@law.berkeley.edu)>

**Berkeley Law**

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Career Development Office

We hope that you and your loved ones are staying safe and healthy.

We recognize that this is a challenging time, and the CDO continues to stand in solidarity with students, staff, faculty, and alumni of color for whom this time is especially difficult. We want to support all of you in focusing your energy in the ways that are most important to you right now, and leave space for the conversations and actions condemning racism that are so urgent in this moment.

We know that not everyone may be ready to engage right now in thinking about the next steps in their legal career. If you are not ready at this time, please know that when you are, we will be here for you.

### **2L SUMMER JOB SEARCH INFORMATION**

First of all, we know that the 2L summer job search may be on many of your minds. We

are recording a program this week, which will be available on video next week for you to watch at your convenience. In this program, we'll be talking about the timeline for applying to all kinds of 2L summer jobs, what we anticipate in light of the COVID-19 crisis, and how you can be as compelling a candidate as possible for the types of jobs you're pursuing.

We will also be offering resume review and a virtual mock interview program in the coming weeks. If you are planning on applying for 2L summer positions with employers who have application deadlines in the fall, you may want to take advantage of this first round of resume reviews and the virtual mock interview program. Based on our outreach, those employers may include some highly competitive non-profit organizations, some federal agencies with summer honors programs (e.g., US DOJ, FTC, etc.) and a handful of private public interest firms. You may also want to take advantage of the first round of resume reviews and the mock interview program if you would like to get job application tasks out of the way before the fall semester begins.

## **RESUME REVIEWS**

If you are at a place where you would like to begin working with a CDO Attorney-Counselor on updating your resume for applications for fall/spring field placements and for 2L summer jobs, please send your updated resume to [career@law.berkeley.edu](mailto:career@law.berkeley.edu).

To take advantage of our first round of early resume reviews, please submit your resume by no later than Monday, July 6. Resumes received by that date will be reviewed and returned to students by no later than Monday, July 27.

When submitting your resume, please include in the body of the email some information about what kinds of 2L summer jobs you anticipate applying to (e.g., non-profit organizations, government agencies, private public interest firms, Big Law, etc.). This information will help us route your resume to the right counselors and to evaluate appropriately. If you're anticipating applying for multiple kinds of jobs, that's absolutely fine!

If you have not had your resume reviewed by the CDO, please review our [Resume Guide](#) for our advice before submitting an updated draft resume. We have also created a FAQ (attached here) to help with describing summer employment affected by the COVID-19 crisis.

We will also be offering some limited resume drop-in hours, where you can ask CDO attorney-counselors questions about your updated resumes, on Monday, June 29 from 3 p.m. - 4 p.m. and Thursday, July 2 from 11:30 a.m. - 12:30 p.m. We will email links on the day of the drop-ins.

## **VIRTUAL MOCK INTERVIEW PROGRAM**

For those students who would like to do some interview preparation in early August, we

will also be offering a virtual mock interview program - the details of which will be announced in mid-July. If you are interested in participating in this program, you should plan on submitting your resume by July 6 for the first round of resume reviews.

For those students who would prefer to do interview preparation a bit later this summer or fall, attorney-counselors are available by appointment for mock interviews throughout the year.

And, of course, we will continue to be available throughout the summer and beyond for resume reviews and [counseling sessions](#).

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 **[CDO] FAQ-Resume Updates for Summer 2020 Jobs.pdf**  
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**FAQ**  
**UPDATING YOUR RESUME WITH SUMMER 2020 JOBS**

- **My summer program was cancelled. Should I include it on my resume? If so, how?**

It's up to you. If your original summer program was cancelled, but you found a different position that you would prefer to focus on, you don't need to include your cancelled program. If you want to include your cancelled summer program (e.g. because it showcases a demonstrated interest in a specific practice area or sector), you can include it on your resume.

If you choose to include it, your cancelled summer program should go after your current summer job. Use the same format for the employer name, location, dates of employment, and job title that you used for the rest of your resume. In lieu of a description, put "Offer extended and accepted; summer program cancelled due to COVID-19."

- **My summer program was shortened. Should I include that on my resume?**

It depends. The vast majority of summer programs were shortened this year. If your summer program was shortened but you still worked at least 6 weeks, then there is no need to mention that it was shortened. However, if you spent 5 weeks or less at your employer this summer, then it is okay to mention that it was shortened. You do not need to include the number of weeks you worked. Include the sentence "Summer program shortened due to COVID-19." at the end of your description for that position.

If you worked two summer jobs and that is clear from the dates of employment, there is no need to indicate that your summer program was shortened.

- **During my summer program, I spent most of my time on professional development opportunities and trainings rather than client work. Should I include that on my resume?**

Yes. You should include any client work (including pro bono work) in your job description as well as any professional development opportunities and trainings. Try to use the same name that the employer uses for the program (e.g. "PD Institute" or "Depositions 101") and briefly describe the skills that you learned.

- **This summer, I earned a certification through Berkeley Law. Where should I include that on my resume?**

If you earned a certification through Berkeley Law, add "*Certificate*" as the last sub-heading under Berkeley Law (after "*Honors*" and/or "*Activities*"). For example, if you completed the sustainability certificate, you would include the following under this new sub-heading: "Berkeley Law Executive Education Program, Sustainability Certificate (Summer 2020)."

- **This summer, I earned a certification through a non-Berkeley Law provider. Where should I include that on my resume?**

If you earned a certification through a non-Berkeley Law provider (e.g. LinkedIn, IAPP), list it under the “Additional Information” section at the bottom of your resume and include “(Summer 2020).”

- **This summer, I did pro bono work that was not related to my summer employer. Where should I include that on my resume?**

If you did a significant amount of pro bono work, you can list it under the “Experience” section of your resume.

If your pro bono work was more supplemental and you were involved with it through Berkeley Law, then list it under the “Activities” sub-heading for Berkeley Law. Be sure to include “(Summer 2020)” or some indication of when it was done. (NOTE: You may need to add dates of involvement for your other activities for consistency).

If your pro bono work was more supplemental and it had no affiliation with Berkeley Law, then list it under “Additional Information” at the bottom of your resume and include “(Summer 2020).”