
CDO: Resume Drafting and Review

1 message

From: **Terrence J. GALLIGAN** <tgalligan@berkeley.edu>
Date: Tue, Oct 6, 2020 at 5:31 PM
Subject: CDO: Resume Drafting and Review
To: <students-1ls@law.berkeley.edu>, <students-2ls@law.berkeley.edu>

Berkeley Law

Career Development Office

Dear Students –

To help us manage the volume of student resumes and other application materials we will be reviewing, we have hired back one of our experienced former career counselors, **Sarah Cunniff**, who will be working with us part-time for the fall semester. Sarah worked as a full-time private sector counselor in the CDO from 2006-16. She can be reached at scunniff@law.berkeley.edu. Along with the other counselors, she will be providing feedback to you --mostly via email -- on the application materials she reviews.

Attention 2Ls

If you are planning to participate in WIP and have not yet had an updated version of your resume reviewed by us, feel free to send it to career@law.berkeley.edu.

If we already reviewed the version with your summer 2020 position and fall semester 2020 activities, please do not re-submit it. This will preserve our ability to review the resumes of everyone who plans to participate in WIP once. When submitting your resume, please use "2L WIP Resume Review" in your subject line and include in the body of the email some information about your geographic preference(s) and practice area preference(s). If you have not ever had your resume reviewed by us, please review our [Resume Guide](#) and samples before submitting. We have also created a FAQ, which you can find [here](#), to help with describing summer employment affected by the COVID-19 crisis.

Attention 1Ls

We are holding workshops over the next 3 days to help you convert the resume you used to get into law school into one suitable for applying for 1L summer positions. We are delivering the same content at each workshop, but at times aimed at minimizing conflicts depending on your SuperMod. Here's the schedule:

SuperMod II

Wednesday, October 7, 2020

2:00 pm - 3:00 pm

SuperMod III

Thursday, October 8, 2020

3:00 pm - 4:00 pm

SuperMod I

Friday, October 9, 2020

10:00 am - 11:00 am

If you are not able to attend the program for your Mod, feel free to attend one of the other 1L resume workshops taking place this week.

Meeting information will be emailed the morning of each event.

After you have had the chance to attend one of the workshops and consult our [Resume Guide](#) and samples, you will have the opportunity to submit them to us for review. Stay tuned for further details.

Terrence J. Galligan

ASSISTANT DEAN

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