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## [CDO] Important Dates & Deadlines -- Please Read After Your Last Final!

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To: Eric J Stern <estern@law.berkeley.edu>

Fri, Dec 18, 2020 at 10:10 AM



Dear 1Ls:

Congratulations on completing your finals!

We hate to get between you and your well-deserved winter break, but we urge you to review this email in its entirety now and calendar the key deadlines laid out for upcoming job opportunities to be sure you don't miss out on anything.

### [Winter Break Hours](#)

The CDO will be open throughout the break except for the period between December 23 and January 1. Our regular drop-in hours will be suspended until the Spring semester begins on January 19.

We will be emailing you over the break about events and deadlines that may be happening during the break or soon thereafter, so do not completely unplug from your Berkeley Law emails.

You can schedule appointments [online](#). If you are having difficulty finding a time that works well for you, feel free to email a [CDO Attorney-Counselor](#).

### **[Berkeley Law's Spring Interview Program \(SIP\)](#)**

The CDO is expecting both public and private sector employers to participate in our virtual Spring Interview Program (SIP) which will be taking place **Monday, February 1 - Friday, February 12, 2021**. Students will be able to submit applications for participating employers on b-Line. Employers who are conducting interview schedules are permitted to pre-screen applicants and invite only those students they are interested in interviewing. Employers who have a resume collect schedule will reach out to students directly to schedule interviews.

Employers have started to register and will continue to do so through early January. You can [login to b-Line](#) now to see who has registered so far.

Please review our [SIP web page](#), which includes [instructions](#) on how to view employers and upload your application materials and apply for positions within SIP. ***You will be able to begin applying on Monday, December 28 at 9:00 am PT, and you will need to complete your applications by 5:00 pm PT on Thursday, January 14.*** Please note there is no advantage to applying early in that window, as employers do not see the applications until after the period closes on January 14. However, please do not wait until the last minute, in case you encounter technical difficulties.

**Remember**, once you have accepted a summer job offer, you must stop applying for jobs and notify the employers with whom you have an outstanding job application that you have accepted a position. Rescinding your acceptance to “trade up” for what you perceive to be a better opportunity is unprofessional and can have lasting repercussions for your legal career.

### **[PI/PS Day](#)**

Public Interest/Public Sector (“PIPS Day”) Day is scheduled to take place on **Saturday, February 27, 2021**, on the Virtual platform FloRecruit (The same platform

used for our fall career fairs.)

Sponsored by the 9 Northern California law schools, this is an incredible opportunity to meet and apply for interviews with over 100 public interest and government organizations.

You should consult our webpage: "[Using Interview Programs to Land Your 1L Summer Job](#)," which explains how PI/PS Day and Berkeley Law's Spring Interview Program (SIP) work, and how to use both programs to find a great summer job. The webpage includes links to lists of employers who registered in past years (and who are likely to participate again this year).

You will receive an email from PIPS Day coordinators with information about how to register for its online application system, including a username and password, instructions for accessing the online system, and deadlines.

**Students who want to interview with employers participating in PI/PS Day will be required to submit their applications online by 5:00 pm on Tuesday, February 9, 2021.** (NOTE: the PI/PS Day Symplicity portal will begin accepting online applications on January 27, 2021.)

### **[Cover Letters for SIP & PI/PS Day](#)**

The vast majority of SIP and PIPS Day employers require a cover letter in addition to a resume. We encourage you to begin working on your cover letters over break so that you are prepared to apply beginning in early January -- before your semester gets too busy. (See the list of cover letter resources below to help you get started.)

The CDO will be holding special cover letter drop-in hours on January 7, 8 and 11, 2021 (stay tuned for more details). And - for those who are ready earlier with cover letter drafts - we will be offering cover letter drop-in hours on Monday, December 21 and Tuesday, December 22.

### **[Monday, December 21, 2020](#)**

10:00 AM - 12:00 PM (Sara Malan)

1:00 PM - 3:00 PM (Shannon Kahn)

[Tuesday, December 22, 2020](#)

10:00 AM - 12:00 PM (Liz Klein)

1:00 PM - 3:00 PM (Sara Malan)

*Please use this link for these special drop-in hours:*

<https://berkeley.zoom.us/my/cdodropin>

### **[Employer Announcements and Diversity Opportunities Webpages](#)**

Do not forget to check the [Private Sector Employer Events and Resources](#) and [Diversity Opportunities](#) page which are constantly being updated with new information as we receive it.

### **[Key 1L CDO Resources](#)**

We know that many 1Ls decided to wait until after final exams to begin work on their 1L summer job applications. The list below includes some key CDO resources we wanted to highlight.

### **RESUME RESOURCES**

[Resume Review Guide](#)

[Resume Samples](#)

**Video:** 1L JD [Resume Workshop](#)

### **COVER LETTERS**

[Cover Letter Guide](#)

[Cover Letter Template](#)

[Quick Guide to PIPS Cover Letters](#)

**Video:** [Cover Letter Workshop](#)

### **JOB POSTINGS**

[b-Line](#)

[PSJD](#) (nonprofit and government jobs)

[Government Internship and Honors Handbook](#)

(password "BlueandGold4ever")

[Judicial Externship Guide](#)

[DA Hiring Guide](#)

[PD Hiring Guide](#)

Many of these resources are found in the "For 1Ls" section of the [Career Resource Library](#) under the "1L Job Search Timeline" and the "Finding and Applying for Jobs." You may be prompted for a password to access the CDO website. The password is "cdoaccess".

Wishing you a happy and safe holiday season!  
We look forward to working with you in 2021!

Berkeley Law

Keep up with the latest news, events, and updates from  
Berkeley Law via our social channels



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*UC Berkeley sits on the territory of xučyun (Huichin - Hooch-yoon), the ancestral and unceded land of the Chochenyo (Cho-Chen-yo) speaking Ohlone (Oh-low-nee) people.*