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 and spring programs to be sure you don’t miss out on anything.

This email will cover the following topics:

- Winter Break Hours
- Berkeley Law’s Spring Interview Program (SIP)
- Public Interest/Public Sector (PI/PS) Day
- Cover Letter Review Deadlines
- Employer Announcements and Diversity Opportunities Webpages
- Save the Dates for January CDO Programs
- Key 1L CDO Resources

**WINTER BREAK HOURS**

The CDO will be open throughout the break except for the period between
Thursday, December 23 and Sunday, January 2. Our regular drop-in hours will be suspended until the Spring semester begins on January 10.

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. (Please also note that CDO Private Sector Attorney-Counselor Liz Klein is back from maternity leave and now available for appointments. Liz has particular expertise in law and technology related careers.)

**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). Interviews will take place through Flo Recruit or another virtual platform Monday, January 31 - Friday, February 11, 2022. 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 will 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 after the student application deadline.

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 start submitting applications on Monday, December 27, 2021 at 9:00 am PT, and you will need to complete your application submissions by 5:00 pm PT on Friday, January 14, 2022. 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

PIPS Day is scheduled to take place from Saturday, February 4 - 5, 2022, on the Virtual platform Flo Recruit (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 should have received an email on December 1 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. (If you did not receive that email, please send a message to Sara Malan [smalan@law.berkeley.edu]).

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 Friday, January 14, 2022. (NOTE: the PI/PS Day Symplicity portal will begin accepting online applications on January 1, 2022.)

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.)

To have your cover letter reviewed, please submit a Word version of your cover letter to career@law.berkeley.edu by 5:00 PM (PT) on Monday, January 3, 2022 with the subject line “1L Cover Letter Review.” Due to the volume of materials we receive, we are only able to review cover letters once so it would be helpful if you indicated what other types of jobs you plan to apply for so we can provide feedback on how to revise your letter. Cover letters submitted by the deadline will be returned by Monday, January 10.

We are also happy to review cover letters during our regular drop-in hours on January 10-14, 2022.
EMPLOYER ANNOUNCEMENTS AND DIVERSITY OPPORTUNITIES
WEBPAGES

Do not forget to check the Private Sector Employer Events and Resources and Diversity Opportunities page which are updated with new information as we receive it.

SAVE THE DATES FOR JANUARY CDO PROGRAMS
All programs will be virtual unless otherwise indicated.

- **Legal Services Series, Part 1: Intro to Careers in Legal Services**
  Monday, January 10 at 1 p.m.

- **1L Interview Series (Part I): An Overview**
  Tuesday, January 11 at 1 p.m.
  Join us as we discuss the basics of legal interviewing. We'll be covering your goals going into an interview, how to respond effectively to different types of interview questions, and how to avoid common mistakes.

- **N.D. Cal. Bankruptcy Externship & Clerkship Info Session**
  Wednesday, January 12 at 1 p.m.
  Judges of the United States Bankruptcy Court for the Northern District of California will discuss their new summer externship program and post-graduate careers in bankruptcy law during this in-person event. Room TBD.

- **1L Interview Series (Part II): Workshop**
  Friday, January 14 at 2 p.m.
  Apply what you learned in Part I of our series and join our highly interactive workshop to prepare for your public interest, government and private sector interviews. You will get an opportunity to step into an employer’s shoes, and get immediate feedback on your interviewing style and skills.

- **Mock Interview Program**
  Wednesday, January 19 & Thursday, January 20
  Mock interviews are a great way to practice your interview skills and get feedback on how to improve. These mock interviews will be conducted by volunteer attorneys from local legal employers, including law firms, nonprofits and government agencies. Additional details and information about signing up will be sent on Monday, December 27, 2021.
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.

You may be prompted for a password to access the CDO website. The password is "cdoaccess".

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."

Wishing you a happy and safe holiday season!

We look forward to working with you in 2022!

Warm Regards,
The CDO