



# Your Professional Toolkit

**1L**Launch

UC Berkeley Law

## CDO Orientation

If you missed it, catch up by watching the recording. See the QR Code to the right.

Every Thursday afternoon you will receive an email from our office - which will contain links to the recordings of last week's programs and other crucial information.



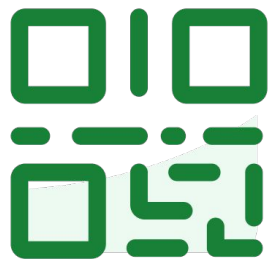
# CDO Mission Statement:

The CDO provides **opportunities**, **guidance** and **resources** for students to learn about and pursue legal career paths and to **empower** students to explore and reach personal career goals.

## CDO's Goals for 1Ls

- Learn about different legal careers and pathways.
- ***Identify and develop your transferable skills and assess legal career interests.***
- ***Learn how to research employers & jobs.***
- ***Learn to communicate with legal community members.***
- Prepare legal job application materials.
- Learn how to interview persuasively for a legal job.





**Join at [slido.com](https://slido.com)  
#3001971**



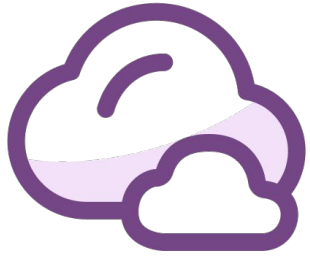
# Overview of Today's Program

- Assess your skills and interests to support your career exploration and goals
- Learn how to research legal employers, including how to incorporate CDO's organized programs into your in-person research plans
- Discuss how to communicate professionally and effectively
  - Email etiquette
  - "In-Person Research" conversations

## Reflection

- How to find a good 'fit'
- Simplifies decision-making
- Life-long skill



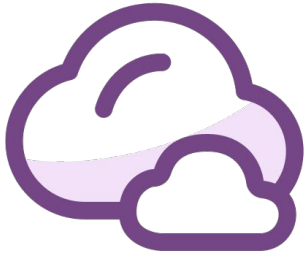


# What skills does a good lawyer have?







The background features a stylized illustration of an open book with a starburst effect emanating from the top right corner. The book's pages are represented by horizontal lines, and the starburst consists of radiating lines and a central star shape. The entire scene is set against a solid yellow background.

Transferable skills are your abilities and strengths that are applicable across different jobs and industries. **These skills are part of the “toolkit” of your career.**



**When you decided to come to law school what skills did you feel you have that would make you a good attorney?**

# Transferable Skills

Category	Related Transferable Skill
 <b>Professional</b>	Written communication, research, negotiation, intellectual curiosity
 <b>Practical</b>	Analysis, attention to detail, problem-solving, creative thinking, handling complex issues
 <b>Interpersonal</b>	Communication, listening, building relationships, client service, teamwork and collaboration, dealing with crisis situations
 <b>Personal</b>	Organization, taking responsibility/initiative, time management, ethical, handling failure, composure, perseverance

# Why are transferable skills important to employers?







- Work under pressure
- Organized
- Attention to detail



- Manage client expectations
- Communicate clearly
- Build trust

# Transferable Skills - Time to Reflect

Category	Transferable Skill	Example Evidence
 <b>Professional</b>	Research	Worked in a lab and helped author a paper
 <b>Practical</b>	Problem-solving	Led large networking event at undergrad institution
 <b>Interpersonal</b>	Communication	TFA experience - had to break down complex topics into digestible formats, speak directly, and to different audiences.
 <b>Personal</b>	Time management	Collegiate athlete and held a work-study job

Now what?

# Identify

Skills

Opportunities

Engage with attorneys

Synthesize

# Build

Pro Bono

Clinics

Journals

Field Placements

Summer Jobs

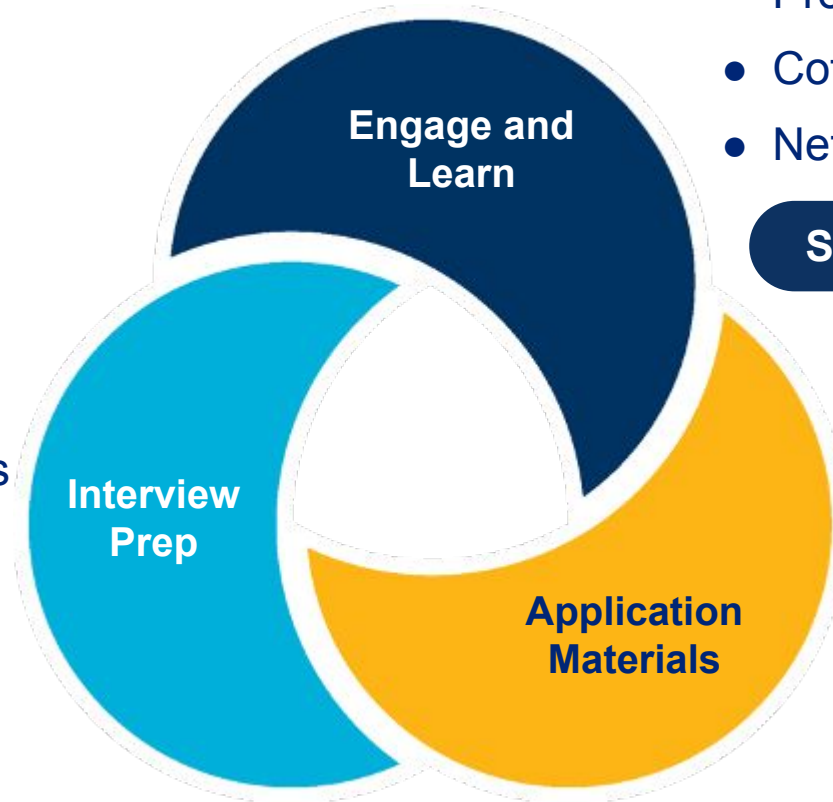
# Upcoming Programs

- 1L Job Search Program
- Coffee Chats
- Networking Events

**Starting 9/4**

- Connect transferable skills to interview questions

**11/6**



- Workshops by Mod to prepare resume and cover letter

**Week of 10/6**

# Career Exploration





**On a scale of 1 to 5, how confident are you that you know exactly what you want to do with a law degree?**

## Identify Interests

- What kinds of legal issues or topics do I find most engaging?
- What tasks do I like to do and what tasks do I **not** like to do?
- What skills do I have and what skills do I want to continue developing?
- Where do I want to live and practice in the next 3-5 years after law school?

# What do you mean “research”?

## Online

Databases

Employer Websites

Online Web Series

## In-Person

Events

Receptions

Coffee Chats

Lunch Talks

One-on-one convos

# First Coffee Chat

**Thursday, Sept. 4**  
**9:00 - 10:30 a.m.**

**Goldberg Room**

*California Supreme Court*

*California Department of  
Justice - Police Practices  
Section*

*U.S. Attorney's Office,  
Northern District of  
California*

*Davis Polk & Wardwell  
LLP*

*Paul Hastings LLP*

## Coffee Chat Tips: how to prepare

- Dress in a way that makes you feel most professionally confident. We recommend skipping sweats and PJs that morning. **We suggest “smart casual”.**
- Do some research into the employers that are coming. Think about what information you want to walk away with, and then have 2-3 questions prepared to ask attorneys.
- Review your Thursday morning schedule and identify a window that you can drop in! We'll have breakfast snacks, coffee, and tea available.

# Upcoming In-Person Research Opportunities (CDO-hosted)



## Coffee Chats

*Thursdays  
9:00am-10:30am  
(Open House/Drop In  
Style)*

*Goldberg Room*



## Career Fairs

*PIPS Fair - Oct. 15  
12:30pm-2:00pm*

*Law Firm Networking Night  
Oct. 29  
6:00pm-8:00pm*



## Judges-in-Residence

*Judges Dana Douglas (5th  
Cir.) and Dale Ho (S.D.N.Y.)*

*9/15-9/16 - 1L class  
visits, open office  
hours*

# More In-Person Research Opportunities (not CDO-hosted)



## Center Programs

*Lunch talks*

*Workshops*

*Networking Events*



## Student Group Programs

*Lunch talks*

*Networking Events*



## Employer Events

*Off-Campus events  
at office or a venue.*

*Sign up through  
12twenty!*



## Using the UC Berkeley Law Community

Talk to fellow students using the **Who Worked Where List**.

Sign up for the CDO's mentorship programs **to be matched with a UC Berkeley Law alumnus**.

## In-person research tips: maximize your efforts!

# Plan

- Set goals before each program/event
- Focus efforts to maximize your experience

# Be Present

- Be fully engaged
- Follow-up: reference your participation; share what resonated

**In-person research tips: maximize your efforts!**

# **Pace Yourself**

- Be intentional; align with your interests
- Attend 2-3 events/month
- Avoid overwhelm

# **Best Foot Forward**

- Communicate professionally
- Prepare by doing your homework
- Consider your appearance

# Becoming Practice-Ready

The background features a stylized illustration of an open book with wavy lines representing text on its pages. Above the book is a five-pointed star with radiating lines, suggesting a goal or achievement. The entire scene is set against a solid yellow background.

# How to Prepare for In-Person Research Events



## Elevator Pitch

- Name/Year
- Fact/Skill or Interest
- Evidence



## Dress for Success

- Business Casual
- First impressions last



## Prepare

- Google is your friend
- Prepare questions

# Quick Walkthrough of Online Research Prep

## Evaluate Opportunity

- List of attendees
- Google organizations
  - What do they do?
  - Where do they do it?
- Evaluate - Is this something I am interested in?

## Pre-Work/Preparation

- Add events to calendar with notes about target attendees
- Add organizations to tracking spreadsheets

# Practice-Ready Communication Expectations

Attorneys have strong communication skills.

You should:

- ✓ Check your emails every day.
- ✓ Acknowledge and respond to emails promptly
- ✓ Proofread emails before sending
- ✓ Be proactive when scheduling meetings
- ✓ Thank you emails go a long way

# Practice-Ready Organization Expectations

Attorneys have strong organizational skills.

You should:

✓ Create a system for filing email

✓ Have a voicemail set up

✓ Set up a LinkedIn profile

✓ Use your calendar

✓ Track your interactions with attorneys



# Set up your first one-on-one counseling appointment

## Starting September 2nd in 12twenty



**Deep Kaur Jodhka (she/her)**  
*Director, PIPS*



**Ja'Nai Aubry (she/her)**  
*PIPS Counselor*



**Lucy Benz-Rogers (she/her)**  
*PIPS Counselor*



**Neta Borshansky (she/her)**  
*PIPS Counselor*



**Eric Stern (he/him)**  
*Assistant Dean*



**Leslie Hauser (she/her)**  
*Director, Private Sector*



**Kate Ortbahn (she/her)**  
*Private Sector Counselor*



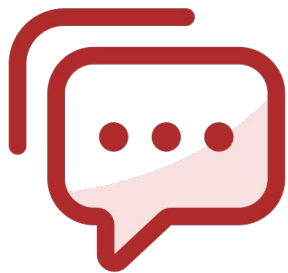
**Jonathan Mireles (he/him)**  
*Private Sector Counselor*



**Anna Han (she/her)**  
*Director of Judicial Clerkships*



**Liz Klein (she/her)**  
*Deputy Director*



# Audience Q&A

