

Fordham
Law School

New York, New York

GRADUATE
PROFESSIONAL
DEVELOPMENT
PROGRAM

GPDP GUIDE: JOB SEARCH
OVERVIEW AND STRATEGIES

OFFICE OF INTERNATIONAL AND NON-J.D. PROGRAMS

Table of Contents

I.	Introduction to Professional Development Services for Graduate Students.....	1
II.	Considerations for Your Job Search Strategy	4
III.	Types of Employers and Their Hiring Practices.....	8
IV.	Job Fairs for LL.M. Students	10
V.	Online Resources	11

I. INTRODUCTION TO GRADUATE PROFESSIONAL DEVELOPMENT SERVICES

The [Graduate Professional Development Program \(GPDP\)](#) in the Office of International and Non-J.D. Programs is available to help graduate students and alumni develop job search strategies. The GPDP does not act as a placement office to obtain employment for students. Students must be diligent in conducting their job searches by making contacts with prospective employers, pursuing opportunities, networking, and following up on all possibilities.

A job search in the U.S. can take several months or longer. With that in mind, you must formulate a strategy and begin your search early.

A. The Graduate Professional Development Program – Overview

1. Contact Information and Office Hours

The GPDP works with graduate students to develop the best strategies for pursuing job opportunities. GPDP staff members hold office hours each week to provide individual counseling and to answer any of your career-related questions. You can make an appointment with a GPDP staff member on LawNet or by contacting the GPDP office using gdpd@fordham.edu.

For career guidance appointments, you can schedule through Calendly on LawNet or on Calendly directly using these links: <https://calendly.com/linda-laufercareers> (appointments during office hours) or <https://calendly.com/aperquel> (appointments outside of office hours); for appointments to meet jointly with them, use the link for appointments outside of business hours.

We ask that you try to schedule appointments during office hours (with one exception noted above) and at least 24 hours in advance. If you cannot find an available time slot, you may contact the GPDP office at gdpd@law.fordham.edu to request a time that works with your schedule. And if you cannot keep an appointment, you must provide notice at least 24 hours before you cancel it.

2. Career Guidance Services for Current Students

The GPDP offers career support to students and alumni to help with a job search:

- Career interests and goals discussion
- Resume and cover letter review
- Interviewing skills analysis and discussion; mock interviews
- Networking advice
- Guides on career-related topics
- Presentations on career-related topics and other programs

Information on these services can be found on the GPDP website.

3. GPDP Website

The [GPDP website](#) contains sections that are open to the public, as well as password-protected areas available exclusively to members of the Fordham Law School LL.M., M.S.L. and S.J.D. community. To access the password-protected sections of the website, you will be prompted

to enter your username and password. For current students, your username will be the same as your Fordham Law School email username. Your password is the password you set up to access your Fordham Law School network account.

Among the resources on the website are the Guides on career-related topics. In addition to this Guide, you can find the Guides on Resume Writing; Cover Letters and Other Professional Correspondence; Interviewing Skills; Networking; and Transcripts, Writing Samples, and Other Employment Documents. We encourage you to read these Guides as you engage in your job search.

4. Keeping Informed

LawNet includes information about employment and externship opportunities, networking events, upcoming alumni programs, important deadlines, PowerPoints, program videos and Guides. Students are expected to check LawNet on a regular basis to keep informed about opportunities and events that are happening on campus.

5. Services for Alumni

The GPDP also provides full career guidance and professional development services to alumni. Although this Guide and the other Guides refer primarily to current students, much of the information applies equally to alumni. However, due to restrictions in our subscriptions, some of the online resources mentioned in this Guide are available only to current students.

6. Services for LL.M. Students who Hold a J.D. from a U.S. Law School

Much of the information in this and other Guides is directed toward our international LL.M. and M.S.L. population—that is, those students who do not hold a J.D. from a law school in the U.S. Although a lot of the advice applies to our domestic students, the job search for domestic students has different nuances. We suggest that domestic students meet with the GPDP to discuss their particular job search strategies.

B. The Public Interest Resource Center (PIRC)

PIRC offers the following career resources:

Individualized Public Interest Career Counseling: PIRC offers dedicated individualized public interest career support, including work on cover letters, resumes, and interview preparation. The counselors are a team of attorneys who have practiced in public interest law, and they can share their experiences and feedback.

Show Your Commitment & Build Your Resume on Day 1: PIRC is home to many vibrant, student-initiated, and student-run pro bono, public service, and community service projects through its PIRC student groups. These groups provide a platform for students to apply their passion, talents, and skills from their first week in law school. *Pro bono* work can be a great way for students to gain hands-on experience that will be attractive to a potential employer while satisfying the 50-hour pro bono requirement for admission to the New York bar.

Programs, Networking Receptions, & Events: PIRC offers informational programs, workshops, community building spaces, and networking events to help you build a strong foundation for success in the public interest sector.

Practice Area Guides: If you are not sure where you want to dedicate your career and education, PIRC has a detailed practice area guide to help you figure out where to focus your efforts.

Job Search Resources & Samples: Public interest applications can be quite different from the private sector, and PIRC encourages you to use their resources to craft the most compelling public interest applications.

PIRCUp! eNewsletter & weekly compilation emails

PIRC distributes a weekly e-newsletter, *PIRCUp!* Students should be sure to read these newsletters, as the information contained in them is not always repeated in the *Graduate and International Student eNewsletter*. As with all newsletters, *PIRCUp!* will be delivered to students' Law School email accounts. PIRC also sends out compilation emails of the internships, jobs, and post-graduate fellowship postings they have received. You must [opt-in here](#) to receive these compilation emails.

C. The Fordham Law School Career Planning Center (CPC)

The CPC provides career services only to J.D. students and J.D. alumni. Graduate students must not contact the CPC regarding career-related issues or attend CPC programs. However, the CPC occasionally offers programs that may be of interest and open to the graduate student community. You will be advised through LawNet regarding any CPC programs that are open to graduate students.

II. CONSIDERATIONS FOR YOUR JOB SEARCH STRATEGY

A. Develop Your Job Search Strategy

Start your job search now. And keep up the momentum throughout the school year, except when it is time to study for exams. Achieving good grades can be a positive element in your job search.

Your first step is to consider your career interests and goals in relation to your background and experience. Think about how your LL.M. degree, including coursework, will factor into that. Schedule a meeting for career guidance. Prepare for that meeting by engaging in self-assessment and using the resources available to you.

Next, prepare and collect materials. This includes drafting a U.S.-style resume; considering what information will be important to include in cover letters so that they will be tailored to a specific employer and job posting; and preparing or deciding on a legal writing sample (10-15 pages) in English. In addition, prepare a list of references and have a transcript available for each of your prior university-level degrees, with a certified translation if relevant.

Networking, including informational interviews and meeting new contacts at events, is an important step in conducting an effective job search. It is a way to build lifelong professional relationships. And it accounts for success in securing a job more often than any other job search method including targeted mailings, applying to job postings, and interviewing at job fairs. In many cases, especially in the private sector, positions are filled without ever being advertised. Through networking, you develop contacts and obtain invaluable knowledge about different types of employers (see Section III) and practices in which you are interested. Having the benefit of insights from your contacts can help you fine tune your resume, cover letter and interviewing approach. The *Networking for Graduate Students* Guide discusses the importance of networking and provides advice on effective informational interviewing.

In addition to networking and informational interviews, you can also incorporate targeted mailings, applying to job postings and attending job fairs into your job search. Job seekers can also have success using those methods.

A targeted mailing (by mail or email) can be an effective tool for various types of job searches. It involves identifying a limited number of employers that interest you and reaching out to those employers in a thoughtful and organized way. A targeted mailing is different from a broad “shotgun” approach, whereby you indiscriminately send a form cover letter and resume to a large number of potential employers. The “shotgun” approach is almost never successful and we caution against it. PLEASE NOTE: Instead of using your employer research for creating a targeted mailing, consider whether you would be better served in asking an attorney (not a recruiting professional) for an informational interview in person, by phone or on Zoom. You may gather valuable information and advice and extend your professional network through referrals to additional individuals. Request an informational interview by email and do not attach your resume. PLEASE ALSO NOTE: Be aware that employers can save unsolicited applications for years and they tend to assume that those were previously rejected applications. So if you send an unsolicited application and apply later to an advertised position, the employer may assume that you were

previously rejected and will not consider you for the advertised position.

In addition, a relatively small number of job seekers have success in working with recruiters. Recruiters do not work with recent graduates mainly because employers do not engage them for that kind of search.

See the Appendix for steps on how to conduct a targeted mailing; Section V on online resources, including websites that list job postings and others that can help with your targeted mailings; and Section IV on job fairs.

To help you develop and improve your job search skills, attend or listen to GPDP programs on networking, cover letters and interviewing. And attend GPDP events where you can meet and network with alumni.

B. Employers That Consider LL.M. Students

Employers that are interested in hiring graduate students vary from year-to-year depending on market conditions, each employer's practice areas, and the qualifications of the particular student. Graduate students may pursue employment with international employers in international locations, U.S. employers in international locations, international employers in U.S. locations, or U.S. employers in U.S. locations. Because employment opportunities are dependent on many factors, we encourage you to conduct a broad job search that incorporates several of these categories.

C. Employment in the U.S.

The demand in the U.S. legal market for graduate students also varies each year. It depends on market conditions and other factors, such as a student's country of origin and qualifications. Most LL.M., M.S.L., and S.J.D. graduates find that their Fordham degree is a valuable asset in their professional development. Nevertheless, obtaining an LL.M., M.S.L., or S.J.D. degree does not guarantee employment with a U.S. legal employer. The legal job search in the U.S. can be particularly challenging for foreign-trained students who do not hold a J.D. from a U.S. law school. The experience of individual students in Fordham's graduate programs varies widely and students can take steps to increase the likelihood of securing a position.

U.S. employers place a high priority on matching the needs of their organization with a candidate's experience and educational background. When they hire, they are typically looking to fill a very specific niche. Organizations with few international business interests are unlikely to consider a foreign-trained graduate student. Organizations with an international practice often consider a foreign graduate of a U.S. graduate program to facilitate a relationship with an international client or other business interest. In addition, some U.S.-based employers may be more interested in students from common law jurisdictions. So your country of origin and/or jurisdiction of qualification may be an important factor for a potential employer. With all that in mind, you should consider contacting attorneys from your home country who are practicing law in the U.S. to inquire about their experiences.

Employers seek individuals who have strong interpersonal skills and are a fit with the "culture" of their organization. With respect to foreign graduate students, U.S.-based employers

place great emphasis on strong spoken and written English skills. Depending on the practice and location of the office, the employer may also value foreign language skills. If English is not your first language, a high-quality legal writing sample in English (discussed in the *Writing Samples, Transcripts, and More* Guide, available on the GPDP website) may be a crucial part of your application to a U.S.-based employer.

D. Employment Abroad

Graduates report annually that the graduate degree has opened doors to top law firms in their home countries and has given them an advantage over attorneys without a graduate degree. Additionally, many graduate students have been able to secure positions with offices of U.S.-based firms and corporations in their home countries.

Because it would be impossible to know the legal job markets in the many countries represented among our graduate student population, the GPDP focuses primarily on job searches that involve employment within the U.S. or abroad with U.S.-based employers. However, we encourage you to explore the wide range of opportunities for legal employment abroad, and we are happy to consult with you regarding that job search.

Foreign-trained LL.M. students who are interested in working abroad in the private sector are encouraged to participate in the International Student Interview Program (ISIP), which attracts more than 120 employers seeking to fill positions worldwide. Additional information about ISIP can be found in Section IV.A.

E. Law School Grades and your Job Search

A successful job search requires considerable time and effort and so does succeeding in your coursework. Grades are extremely important to employers. So make sure you focus on your studies to give yourself the best chance of achieving good grades. In addition, the Legal Writing and Research for LL.M. Students course can help foreign-trained attorneys develop skills that are crucial to the job search process.

F. Special Planning for Foreign Graduate Students

1. Visa Considerations

Your visa status will determine your eligibility for employment opportunities in the U.S. Questions regarding your visa status and employment eligibility should be directed to the Office for International Services at 212-636-6270 or ois@fordham.edu. Ideally, you should begin this consultation during your first term of studies at Fordham. Please do not wait until graduation to address this issue.

2. Bar Admission Requirements

Foreign LL.M. students often find themselves limited in their job searches by state bar admission requirements. For students seeking short-term internships, bar admission will likely not be required. However, employers typically expect permanent associates to become admitted to the bar of the jurisdiction in which they will be practicing. Make sure that you take steps to fulfill

all the jurisdiction's requirements for admission in a timely fashion so that you do not experience a major setback to your job search.

Admission to or completion of Fordham's LL.M. program does not guarantee or imply eligibility to sit for the bar examination in New York State or any other state. Students who plan to sit for the New York State Bar examination are advised to submit all documentation to the New York State Board of Law Examiners as early as possible for an advance evaluation of eligibility. The procedure and deadlines for this evaluation and the form that must be completed are available on the New York State Bar Examiners' website. Students are advised to submit this documentation well in advance of beginning their LL.M. studies. In addition, students are advised to review other qualifying activities and examinations for admission to the New York State Bar; failure or delay in completing all requirements can undermine or delay admission and the ability to obtain employment.

If you are planning to sit for another state's bar examination, you must check that state's website for the procedures for evaluation of eligibility. Most states require a J.D. from a U.S. law school in order to sit for the bar examination.

Please review specific requirements and other information on the bar examination online at [New York State Board of Law Examiners](#) and [National Conference of Bar Examiners](#). In addition, a Comprehensive Guide to Bar Admissions Requirements is published by the National Conference of Bar Examiners in collaboration with the American Bar Association.

The M.S.L. degree does not render graduates eligible to sit for the New York State Bar Examination.

III. TYPES OF EMPLOYERS AND THEIR HIRING PRACTICES

Different employers will consider LL.M. and M.S.L. candidates differently. The sections below set forth the general hiring practices of various types of organizations. However, these practices vary based on candidate qualifications, market conditions, and the preferences and needs of individual organizations. To help implement your job search strategy, consult section V, Online Resources, which contains websites that provide information and job postings related to the different types of employers. In addition, detailed information on targeted mailings is in the Appendix, as well as Section II.A.

A. Large Law Firms

Typically, a foreign LL.M. student may consider two paths when applying to the U.S. office of a large law firm: (i) a temporary “foreign associate” position, typically coinciding with the practical training period as set out by U.S. immigration laws (see Section II.F.1 regarding visa information); or (ii) a permanent position. Foreign associate positions, which are typically six- to twelve-month paid positions with a firm, are generally easier to obtain for foreign LL.M. students than a permanent position. Most firms hire foreign associates on a case-by-case basis. Some have regular foreign associate programs.

Law firms seeking to hire permanent, entry-level associates do so with the expectation that these individuals will remain at the firm for several years. Because of the amount of time and training that they invest in their associates, firms tend to be extremely selective in their hiring practices. Some are not willing to look beyond applicants with a J.D. from a U.S. law school.

Large law firms spend extensive resources recruiting J.D. students through on-campus interview programs. They almost never open up this process to LL.M. students. Instead, to be considered by most law firms, LL.M. students must apply directly. The firms often decide on those applications after completing their J.D. hiring.

The International Student Interview Program (ISIP) attracts some large law firms seeking attorneys or foreign associates for their U.S. offices. Most firms are hiring for offices outside of the United States. See Section IV.A.

B. Small and Midsize Law Firms

The majority of private practice attorneys in New York, and in the U.S. overall, work in firms with fewer than 50 attorneys. There are significant benefits to practicing at a midsize or small firm, including more responsibility and substantial experience, more client contact, and opportunities to develop business earlier in your career.

Unlike large firms, small and midsize firms typically do not know their hiring needs far in advance. Their hiring needs can, and often do, change very quickly. Because opportunities can arise at any time, they generally hire on an as-needed basis.

Small and midsize firms sometimes post part-time positions in the Fordham Law School Job Bank. You can consider seeking a part-time paid position with a small or midsize firm during the academic year as a law clerk, or an unpaid position, depending on whether you have visa

limitations. These positions occasionally evolve into permanent full-time positions. They also provide insight into small and midsize firm practice and may lead to additional networking contacts.

C. Corporations

Positions with corporations may be with the general counsel's office, a specific legal practice group within the corporation, or the compliance department of companies in heavily regulated industries such as banking, securities, insurance, or pharmaceuticals. Most corporations in the U.S. seek candidates with prior legal experience and do not generally hire for entry-level positions. Their hiring practices can vary greatly.

D. Government

Whether a foreign-trained attorney will be considered for a federal, state, or city-level government position in the U.S. is generally limited to very specific circumstances. Often, but not always, when a government organization lists a position, it will specify whether citizenship or permanent residency is required. Before attending interviews, students should be certain they fulfill all requirements.

E. Public Interest Organizations

Public interest organizations participate in job fairs (see Section IV.B.) and post opportunities. Fellowships may also be available. In addition, opportunities may be available with the United Nations and other intergovernment or international organizations,

F. Public Policy/Think Tanks

Opportunities at non-governmental organizations or at "think tanks" may exist for graduate students. Most positions are open to disciplines other than law; however, they utilize the skills of a law student: problem identification; policy research; analysis of the decision-making process; and end-result policies, advocacy, and policy implementation. Positions are available in areas such as human rights, education, voting rights, health, global issues, and security.

IV. JOB FAIRS FOR LL.M. STUDENTS

A. International Student Interview Program (ISIP)

The GPDP coordinates Fordham Law School's participation in ISIP. ISIP is a two-day program held annually in late January on the campus of New York University School of Law in New York City. ISIP is open to students from 33 U.S. law schools, including Fordham. LL.M. students who received their first law degree from another country are eligible to participate.

ISIP attracts more than 120 of the top law firms worldwide and continues to grow each year. Employers review resumes in advance and select the students they wish to interview for internships and permanent positions in the U.S. and abroad. More than 1,100 foreign-trained LL.M. candidates representing more than 75 countries will have an opportunity to be considered for those positions through this program.

The GPDP will hold an informational session regarding ISIP during the fall semester. This session is mandatory for all students who wish to participate in ISIP. Please be sure to review the academic calendar in LawNet for the most up-to-date information regarding the session and inflexible ISIP deadlines.

B. Public Interest Job Fairs

PIRC coordinates Fordham's participation in two public interest career fairs:

- Equal Justice Works Conference and Career Fair (EJW Fair). The EJW Fair typically takes place in October, with registration in August and September. For information, visit the official EJW Fair website.
- The Public Interest Legal Career Fair (PILC Fair). The PILC Fair typically takes place at NYU School of Law in February, with student online registration between October and December. For information, contact PIRC or visit the official PILC Fair website.

Information and registration materials for both fairs will be provided to students via email during the fall semester. Please review the registration information as soon as it is available so that you make sure to meet deadlines.

LL.M. students may have few opportunities for interviews. However, you may have an opportunity to network and learn about different organizations at information tables that they set up for “table talk.” Students interested in public sector work are encouraged to take advantage of that opportunity.

V. ONLINE RESOURCES

A number of online resources are available to assist you in your job searches. Many of these resources can be accessed through the GPDP website.

A. [LinkedIn](#)

In the legal field, LinkedIn is often used by practicing attorneys, employers, and legal recruiters as a job marketplace. Even if you are not actively using LinkedIn in your job search, be aware that potential employers and recruiters may occasionally view your LinkedIn profile on an unsolicited basis. And, no matter what means you use to apply for a particular position, you should also be aware that the employer will almost certainly search for your name on LinkedIn and then view your profile. Therefore, you should be sure to maintain a LinkedIn profile that is polished and consistent with the information on your resume, cover letter, or other application materials.

As with all social media accounts, be sure to use common sense when deciding on how to use the platform and what information to make publicly available. In addition, always clear application history before sending a new application. If you fail to do that each time that you apply, your new application will contain outdated information from past applications that will be sent to prospective employers along with your new cover letter and resume. It is one reason for people failing to secure interviews through LinkedIn.

B. Private Sector

1. Symplicity - The Fordham Law School Job Bank

Job listings in Symplicity include full-time, part-time, and summer positions for students and alumni. Although many of these postings are directed at J.D. students, we occasionally receive postings for positions open to LL.M., M.S.L., and S.J.D. students. The GPDP encourages students to check Symplicity regularly and respond to postings of interest in a timely manner.

Students will be provided with a Symplicity login that is different from the login used to access other features on the GPDP website. This password will be emailed to you at the beginning of the semester in which you begin your studies at Fordham Law School. If you do not receive this password, please send an email to gdpd@fordham.edu. Alumni receive a special alumni Symplicity login when they sign up for an alumni account.

PLEASE NOTE: The first username/password you are asked to enter when you access the Symplicity website through the GPDP website is your Fordham Law network username/password; then you will be redirected to the Symplicity website where you will enter your Symplicity username/password.

2. [Martindale-Hubbell \(Martindale\)](#)

Martindale-Hubbell (Martindale) is an effective tool for researching law firms and attorneys. You can conduct advanced searches by location, law school or university, specific practice areas, and firm size. Foreign-trained attorneys may find Martindale especially useful for finding other attorneys in the U.S. who attended the same foreign university or law school. You

may also wish to search the names of other large universities from your home country to try to locate attorneys from your home country who have successfully relocated to the U.S.

3. [NALP Directory of Legal Employers](#)

The NALP Directory of Legal Employers, published by the National Association for Law Placement, is a useful tool for researching the hiring practices and employment policies of employers who are members of NALP. The NALP Directory includes a majority of large law firms, as well as large government and public interest employers. More small and mid-size firms are also being included than in previous years. The NALP Directory can be accessed through the GPDP website.

To get all the benefits of the NALP website, it is important to access it via the GPDP website (see link above). When prompted to create a free account, use your Fordham email address. This will allow NALP to recognize you as a Fordham Law student, which will give you privileged access to features not available to the public, such as free downloading of mail merge documents.

The NALP Directory contains information on member employers throughout the U.S. and Canada, including brief employer descriptions, contact information, salary information, hiring practices, practice areas, and demographics details. One of the most useful features for LL.M. students is the ability to sort employers based on those that hire LL.M. students. To access this feature, use the drop-down menu on the home page titled “Organizations that Hire” and select either domestic or foreign LL.M. students, as applicable. You may also wish to narrow your search by employer type and geographic location. After running the search, a list of employers will appear. You can then select an employer to view its NALP profile. To facilitate a mailing to all or some of the employers yielded in your search, you can check mark the employer’s name and then click on “mail merge.” A new screen will appear with instructions on how to create a mail merge.

NALP-member law firm application deadlines for LL.M.s can vary. Use the NALP Directory early in your job search so you can note the application deadlines for firms in which you have an interest.

4. [Vault](#)

Fordham Law School has purchased access for all students to the entire Vault Library of guides and resources. Alumni do not have access to this resource. The first time that you access this resource, you will have to create a username and password on its website.

Vault/Career Insider contains downloadable, full-length career guides that include interview strategies, job search tips, insider information on careers within the legal industry, and more. In addition, the library contains guides to top law firms nationwide and in specific geographic areas.

5. [Chambers and Partners](#)

Chambers and Partners provides comprehensive information on law firms worldwide, primarily geared toward business people and potential clients. This resource ranks law firms based

on feedback provided by their clients. Rankings are based on legal ability, professional conduct, client service, commercial awareness, diligence, commitment, and other qualities valued by clients. Searches can be conducted by practice area, by law firm, or by individual lawyer. Chambers and Partners also publishes guides that provide information about law firms around the world, including Asia, Europe, the U.S., and Latin America. There is also a Student Guide for legal careers in the U.K. market, as well as a magazine that reports news relating to law firms and the legal market. The site is free and requires no login or user account.

6. Chambers Associate

Chambers Associate is intended for use by law students and law firm associates who wish to research large U.S. law firms. It is a free website that requires no password. For each of the law firms included, the website discusses the firm's practice strengths (based on information from Chambers USA), statistics about the firm as reported by the firm itself, and the results of telephone surveys conducted with the firm's associates. Visitors to the site may search for firms by name, region, state, or practice area. The site also allows users to compare information on up to three firms in a columnar format.

7. Legal 500

Legal 500 is a free website that is primarily intended for law firms or general counsel that are seeking qualified counsel in an unfamiliar jurisdiction. It can be a very useful website for foreign LL.M. students. The website is organized by country and practice area. By navigating to your home country and searching for law firms in a few major practice areas, you can quickly find a list of large law firms that have an office there. For many countries, there is a category for "foreign law firms" that will describe law firms present but not headquartered in that country. A quick Google search will then reveal whether any of these firms also have offices in New York; most major U.S. and U.K. firms will have a New York office. And, for example, if you are a Korean-qualified attorney, a list of major U.S. firms that have offices in both Seoul and New York can be a place to start your job search; you can market yourself as someone who can serve attorneys and clients in both offices, from either location.

8. American Lawyer Magazine

The American Lawyer Magazine is available to students via Westlaw. It annually publishes surveys such as the Am Law 100 (the top grossing 100 U.S. law firms), the Am Law 200 (the second 100 top grossing U.S. law firms), the Mid-Level Associate Satisfaction Survey, the Summer Associate Satisfaction Survey, and the A-List (U.S. law firms ranked on four factors: Revenue per Lawyer; *Pro Bono* Participation; Associate Satisfaction; and Diversity). It is a good resource to help you understand the legal market, particularly with respect to large law firms.

9. Directory of Corporate Counsel

Published annually, this two-volume directory, available to students via Westlaw, contains information on corporate law departments and in-house counsel of companies in the U.S. and Canada. There is also an index of corporate counsel organized by law school.

10. [Goinhouse.com](#)

Goinhouse is a searchable database for in-house positions. You can search by location and practice area categories

11. [Association of Corporate Counsel](#)

This international bar association is comprised of only in-house lawyers. The Career Corner contains job postings and other career-related materials; events and education programming; surveys of in-house counsel; and much more.

C. Public Sector

1. PSJD (formerly PSLawNet)

PSJD is a network of approximately 190 U.S. law schools and more than 12,000 law-related public service organizations around the world. It is a valuable resource for anyone seeking a public sector job. You can search for jobs or for public interest employers in your area of interest. In addition, the website provides many professional development resources to help you formulate and implement your job search strategy.

The job bank contains internships, post-graduate fellowships and permanent opportunities with public interest organizations, domestic and international government organizations, and some private organizations specializing in public service work. Many of the organizations that list on PSJD do not list with individual law schools, so check this job bank frequently if you are interested in a public sector career.

PSJD can be accessed via the GDPDP website. The service is free to students. Create an account on the homepage by clicking on “Log in” and that will take you to “Create New Account.” Use your Fordham email address.

2. [Idealist](#)

Idealist is an online database that contains profiles and contact information for over 80,000 non-profit and community organizations in 165 countries. It maintains a job bank that lists both legal and non-legal paid positions and volunteer opportunities. Students can search by area of focus (e.g., children's rights, consumer protection), location, and type of job, among other things.

3. World Directory of Think Tanks

For more information on think tanks, search the National Institute for Research Advancement's World Directory of Think Tanks.

4. The Public Policy Handbook

Published by the University of Arizona, *The Public Policy Handbook* provides a comprehensive listing of internships and short-term fellowship opportunities with think tanks, advocacy organizations, federal agencies, and other institutions engaged in policy analysis and

implementation. You can access the *Public Policy Handbook* via the GPDP website.

5. [USAJOBS](#)

USAJOBS is the official job site of the U.S. federal government and provides a one-stop source for federal jobs and employment information.

Whether a foreign-trained attorney will be considered for a U.S. federal government position depends on several factors and is generally limited to very specific circumstances. Often when a government organization lists a position, they will specify whether citizenship is required, but not always. If possible, ascertain before applying whether you are eligible. If that is not possible and you secure an interview, make sure that you fulfill all requirements before the interview.

6. The Federal Legal Employment Opportunities Guide

This guide, published by NALP, is a helpful resource for students formulating a government job search strategy. It is available online via the GPDP website.

7. Local government agencies

Websites of individual government agencies often maintain banks of job listings. Access those websites by conducting an online search. For example, if you are interested in opportunities in district attorney offices, search for prosecutors; for New York City government agencies, conduct a search on the [New York City government portal](#).

This Guide provides a starting point for you in formulating your job search strategy. We encourage you to take advantage of all of the resources at your disposal, and to meet frequently with the GPDP to discuss your career strategy and goals. You may contact the GPDP with any questions or comments related to professional development issues at gdpd@fordham.edu. We look forward to working with you.

APPENDIX

HOW TO CONDUCT A TARGETED MAILING

If you decide to put together a targeted mailing, you can take the steps below. Instead, consider whether you would be better served in asking the attorney (not a recruiting professional) for an informational interview in person, by phone or on Zoom. You may gather valuable information and advice and extend your professional network through referrals to additional individuals. See Section II.A. regarding targeted mailings and the *Networking for Graduate Students* Guide for advice on networking.

1. *Identify employers.* Identify 50-60 employers whose practices, geographic locales and other attributes correspond with your interests and experience. Develop a list divided by the employer's characteristics such as practice area, geographic locale, and firm size. Depending on the types of employers that you are targeting, databases such as the NALP Directory (use the "Organizations that Hire" filter and select either foreign or domestic LL.M.s as applicable), Martindale-Hubbell or PSJD, can be helpful in identifying potential employers. In addition, networking and informational interviewing can help you gain insight into potential employers that may be a good fit for your interests and experience.

Take the time to find a specific contact at each of those employers to whom you may direct your cover letter and resume. Most large law firms have a designated recruiting person to whom you should direct your materials. Information for such recruiting contacts can be found in the NALP Directory. Small or midsize firms often do not have a designated recruiting person; therefore, you will likely be directing your application to one of the attorneys. Research the firm to determine to whom you should direct your application. Some examples of good contacts are Fordham Law alumni (LL.M., J.D., or M.S.L.); alumni of other colleges or universities that you attended; or attorneys from your home country. If there are multiple people to whom you might direct your application at a given firm, you should choose one person taking into consideration whether the attorney is a partner (or comparably high status if not a law firm) and a graduate of Fordham Law and another school that you attended.

2. *Prepare a cover letter and mail your applications.* Prepare a targeted cover letter. Since you will likely be developing more than one targeted mailing, you should draft a different cover letter for each of these targeted mailings. If you share a connection with the person to whom you are writing, particularly a strong connection, refer to that connection in the beginning of your cover letter. Depending on the practice or geographic area of your mailing, you may choose to highlight different skills or experiences in that version of your cover letter. A well-researched and well-written cover letter, tailored for a specific employer, will command attention. A generic letter may be easily dismissed. Please review the Guide on *Cover Letters and Other Professional Correspondence*, available on the GPDP website.
3. *Follow up.* Approximately 7-10 business days after you send your cover letter and resume to the contact, follow up with that contact if you have had no response from

them or anyone else at the organization. Following up may get your materials back into the contact's hands. The follow-up can be very simple and brief by emailing the contact to confirm receipt of your materials, reiterate your interest in the organization and ask whether any additional information is required to assess your candidacy. If the contact is a recruiting professional, you can either email or call them. That brief email or phone call shows an interest in the firm that can make a difference. Do not call an attorney.

Follow-up Tip: Keep track of the organizations to which you send resumes and cover letters, the version of the materials you send, the individual contacts, and the responses you receive. Responses are likely to vary. If an organization asks you to check back in a certain timeframe, keep track of that on your list so you can reconnect with the organization at the appropriate time.

4. *Save your research.* Create an electronic job search folder where you can keep track of the resources you have used, such as Martindale lists and information for individual contacts. This will prevent you from having to start from scratch if you decide to conduct further searches.