

Fordham
Law School

New York, New York

GRADUATE
PROFESSIONAL
DEVELOPMENT
PROGRAM

GPDP MINI-GUIDE: JOB SEARCH
OVERVIEW AND STRATEGIES

OFFICE OF INTERNATIONAL AND NON-J.D. PROGRAMS

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I. INTRODUCTION TO PROFESSIONAL DEVELOPMENT SERVICES FOR GRADUATE STUDENTS

The Graduate Professional Development Program (GPDP) in the Office of International and Non-J.D. Programs is available to help graduate students and alumni craft successful job search strategies through individual advising sessions and group presentations. The GPDP, however, does not obtain employment for students. It is necessary for students to work diligently on their job searches by making contacts with prospective employers, pursuing opportunities, and following up on all possibilities.

Keep in mind that a job search in the U.S. can take several months or longer. It is imperative that you formulate a strategy and begin your search early.

A. The Graduate Professional Development Program – Overview

1. Contact Information and Office Hours

The GPDP will work with graduate students to develop the best strategies for pursuing job opportunities. GPDP staff members hold office hours each week, at which times they are available for individual counseling and to answer any of your career-related questions. GPDP office hours for each week will be announced in the weekly *Graduate and International Student eNewsletter*, and a sign-up sheet for appointments will be posted outside Room 405. While we request that all students try to schedule appointments during office hours, if you find it difficult to schedule an appointment during the available time slots, you may contact the GPDP office at gdpd@law.fordham.edu to schedule a separate time.

2. Services

The GPDP offers a number of services to graduate students and alumni, including the following:

- Career counseling
- Resume and cover letter review
- Mock interviews
- Presentations and panel discussions

Information on these services can be found on the [GPDP website](#).¹

3. GPDP Website

The [GPDP website](#)² 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. and M.S.L. 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

¹ <http://law.fordham.edu/llm/gdpd>.

² <http://law.fordham.edu/llm/gdpd>.

Fordham Law School network account (for printing, for example). Alumni must [sign up for an alumni account](#)³ to access the password protected areas of the website.

Among the resources on the website is a series of Mini-Guides (of which this document is one) aimed at different aspects of the job search. We encourage you to explore these Mini-Guides as you delve into your job search.

4. Newsletters/Keeping Informed

Throughout the academic year, the GPDP sponsors various workshops on topics such as resume and cover letter drafting, interviewing techniques and networking strategies. Each Monday during the academic year, you will receive a [Graduate and International Student eNewsletter](#),⁴ which will include a GPDP section containing up-to-date information on these programs. Be sure to read these newsletters on a timely basis to ensure that you are informed of upcoming programs, important deadlines, etc. All Fordham-related newsletters will be delivered to your Fordham Law School email account.

5. Services for Alumni

The GPDP provides comprehensive career advising and professional development services to LL.M. alumni as well as current students. Although this Mini-Guide and the other Mini-Guides refer primarily to current LL.M. students, much of the information applies equally to LL.M. alumni; however, note that due to restrictions in our subscriptions some of the online resources mentioned in this Mini-Guide are available only to current LL.M. students. For additional information about the services and programs available to LL.M. and M.S.L. alumni, please visit the alumni page of the [GPDP website](#).⁵

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

Much of the information in this and the other Mini-Guides is directed toward our international LL.M. and M.S.L. population—that is, those graduate students who do not hold a J.D. degree from a law school in the U.S. While much of the advice applies equally to our domestic students, the job search for domestic students tends to be much more individualized. Therefore, we suggest that all domestic students meet with GPDP early and often to discuss job search strategies.

B. The Public Interest Resource Center (PIRC)

The long-standing tradition of public service at Fordham Law School is expressed today through the activities of the more than 700 Fordham Law students who participate annually in some form of *pro bono* work. [PIRC](#)⁶ acts as a clearinghouse for student-initiated *pro bono* and community service projects serving those of limited means in such areas as domestic violence, unemployment, housing, death penalty advocacy, family court mediation, immigration, police

³ <http://law.fordham.edu/llm-program/18745.htm>.

⁴ <http://law.fordham.edu/llmnews>.

⁵ <http://law.fordham.edu/llm/gpdp>.

⁶ <http://law.fordham.edu/pirc>.

misconduct, and environmental advocacy. Such *pro bono* work can be a great way for students to gain hands-on experience that will be attractive to a potential employer.

Most importantly for purposes of this Mini-Guide, PIRC provides career advice and support for students looking to obtain employment in the public sector. The sections below detail some of the career-related services offered by PIRC.

1. Counseling and Professional Development Resources

The counselors in PIRC are a valuable resource for your public sector job search and complement the services offered by the GPDP. The three PIRC counselors, Directors Hillary Exter and Andrew Chapin and Assistant Dean Tom Schoenherr, combine extensive experience in public interest career services, counseling, and public service law practice. PIRC counselors are available to meet with you to

- discuss your interests and help you develop a plan for your public sector job search strategy;
- review resumes and cover letters;
- conduct mock interviews;
- recommend print and online resources to help you learn about U.S.-based and international public sector work; and
- provide you with contact information of Fordham Law alumni and others who practice in areas of interest.

To make an appointment with a PIRC counselor, drop by the PIRC Office, Room LL-00 or contact them at either 212-636-6952 or pirc@law.fordham.edu.

2. PIRCU! eNewsletter

PIRC distributes a weekly e-newsletter called *PIRCUp!* Students should be sure to read these newsletters, as the information contained therein 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.

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

The CPC is dedicated to providing career services to J.D. students and J.D. alumni. As such, LL.M. students should not contact the CPC regarding career-related issues; however, occasionally, the CPC offers programs that may be of interest to the LL.M. and M.S.L. community. You will be advised of any CPC programs that are open to graduate students through the *Graduate and International Student eNewsletter*.

II. INITIAL CONSIDERATIONS FOR YOUR JOB SEARCH

A. Which Employers Consider LL.M. Students?

Which employers are interested in hiring graduate students varies year-to-year depending on market conditions, the employer's practices, and the qualifications of the particular student. LL.M. and M.S.L. graduates 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.

B. Employment in the U.S.

The demand in the U.S. legal market each year for graduate students varies based on market conditions and other factors, such as a student's country of origin and other qualifications. Most LL.M. and M.S.L. graduates find that their Fordham degree is an invaluable asset in their professional development. Nevertheless, obtaining an LL.M. or M.S.L. 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. degree from a U.S. law school. The experience of individual students in Fordham's graduate programs varies widely, but there are certain steps (discussed in this and other Mini-Guides) that all graduate students should take to increase the likelihood of securing the positions they have targeted.

U.S. employers place a high priority on matching the needs of their company or firm with a candidate's experience and background. When they hire LL.M. students, they are typically looking to fill a very specific niche. As such, organizations with few international business interests are unlikely to consider a foreign-trained graduate student. Potential employers often look to a foreign graduate of a U.S. graduate program to facilitate a relationship between that employer and an international client or other business interest. In addition, some U.S.-based employers may be more interested in students from common law jurisdictions. Based on these factors, your country of origin and/or jurisdiction of qualification will be an important consideration for a potential employer. Students who are pursuing employment in the U.S. should consider contacting attorneys from their home countries who are practicing law in the U.S. to inquire about their experiences with various employers. The Martindale-Hubbell database can assist you with this research (see Section V.B of this Mini-Guide for information on how to access this resource).

In addition to matching their needs with your experience, employers seek candidates with strong educational and employment backgrounds. With respect to foreign graduate students, U.S.-based employers place great emphasis on strong English-language skills (written and spoken) and, depending on the practice and location of the office, may also value foreign language skills. If English is not your first language, a high-quality legal writing sample in English (further discussed in the *Writing Samples, Transcripts, and More* Mini-Guide, available on the [GPDP website](#)⁷) will likely be a crucial part of your application to a U.S.-based employer. Furthermore, employers seek

⁷ <http://law.fordham.edu/llm-program/18749.htm>.

individuals who have strong interpersonal skills and who will fit with the “culture” of their organizations.

C. Employment Abroad

Graduates report annually that the graduate degree has opened doors to top law firms in their home countries and has given them a tremendous 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 an impossible task to provide expert advice regarding the legal job markets of all of the many countries represented among our graduate student population, the work of the GPDP focuses primarily on job searches that involve employment within the U.S. or employment abroad with U.S.-based employers; however, we strongly encourage you to explore the wide range of opportunities for legal employment abroad, and we are happy to consult with you regarding any questions you might have relating to your job search abroad.

Foreign-trained LL.M. students who are interested in working abroad in the private sector are especially 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 of this Mini-Guide.

D. Law School Grades and your Job Search

While a successful job search will require considerable time and effort on your part, it is important to remember that your top priority at Fordham Law School will be to focus on your studies. The importance of grades in the legal job market cannot be overstated. It is extremely important that you put your energy into succeeding in your studies. For foreign-trained attorneys, the Legal Writing and Research for LL.M. Students course will help you develop skills that are crucial to the job search process. For M.S.L. students, the Legal Writing and Research for M.S.L. Students course is equally critical.

E. Special Planning for Foreign Graduate Students

1. Visa Considerations

International students (*i.e.*, those who are in the U.S. on a “non-immigrant” visa such as a student visa) who decide to pursue employment opportunities in the U.S. upon completion of their studies will need to ascertain whether their visa status is appropriate. Students who obtain and retain F-1 status during their studies may be eligible to apply for and receive “optional practical training” (OPT) authorization, which extends F-1 status beyond their graduation date. The OPT period provides students with a 12-month period following completion of their studies which can be used to take the bar examination and/or to work in their field of study if they are able to secure legal employment.

Students seeking permanent employment (or employment longer than one year) may find that F-1 status precludes them from pursuing such opportunities. While an H1-B visa would allow a foreign LL.M. graduate to be “temporarily” employed for six years by a U.S. employer, such a

visa requires employer sponsorship and is subject to an annual quota of such visas granted each year.

Questions regarding your visa status and employment eligibility should be directed to Sal Longarino in the Office for International Services at 212-636-6270 or longarino@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. If you plan to sit for a bar examination in a U.S. jurisdiction, any delay in your application may materially impact your job search if you plan to apply for positions that require bar admission.

Note, however, that admission to or completion of Fordham's LL.M. program does not guarantee or imply eligibility to sit for the New York State Bar Examination or the bar examination of any state. Students who plan to sit for the New York State Bar Examination after graduation 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](#).⁸ Students are advised to submit this documentation well in advance of beginning their LL.M. studies.

Students planning to sit for another state's bar examination are encouraged to check that state's website for the procedures for evaluation of eligibility. However, note that many states require a J.D. degree from a U.S. law school in order to sit for the bar examination.

For more information on the bar examination and specific requirements, please see the following websites:

- [New York Board of Law Examiners](#)⁹
- [National Conference of Bar Examiners](#)¹⁰
- [Comprehensive Guide to Bar Admission Requirements](#)¹¹ published by the American Bar Association

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

⁸ <http://www.nybarexam.org/Foreign/ForeignLegalEducation.htm>.

⁹ <http://www.nybarexam.org/Foreign/ForeignLegalEducation.htm>.

¹⁰ <http://www.ncbex.org>.

¹¹ <http://www.abanet.org/legaled/baradmissions/bar.html>.

III. JOB SEARCH STRATEGIES

A. Hiring Practices and Search Strategies for Various Types of Employers

Different employers will consider LL.M. and M.S.L. candidates differently. While the sections below set forth the general hiring practices of various types of organizations, it is important to note that these practices vary based on candidate qualifications, market conditions, and the preferences of individual organizations. In addition, you will find below suggested job search strategies for targeting these various types of employers. While these strategies serve as a good starting point for most students, we encourage you to make an appointment to meet with GPDP and/or PIRC, as applicable, to create a personalized job search strategy that addresses your particular situation.

1. Large Law Firms

Typically there are two paths a foreign LL.M. student may consider 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.E.1 of this Mini-Guide for information about visa considerations); 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 full-time position. Most firms hire foreign associates on a case by case basis, though a handful of firms 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 law firms invest in their associates, firms tend to be extremely selective in their hiring practices and, unfortunately, some are not willing to look beyond applicants with a J.D. from a U.S. law school.

While 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, most law firms prefer to consider LL.M. students through a less formal process that involves direct correspondence with students, often after they have completed their J.D. hiring.

Students interested in opportunities with large law firms should consider the following resources and suggested strategies:

- *NALP Directory and other online resources.* Students are encouraged to utilize the NALP Directory to conduct a targeted search that will identify which firms are most likely to hire a student with that particular student's qualifications. For information on how to use the NALP Directory, see Section V.D of this Mini-Guide.

Once you have produced a list using the NALP Directory, you can tailor your list even more using many of the resources available to you online, such as Vault/Career Insider and Martindale-Hubbell.

- *Networking and informational interviews.* The *Networking for LL.M. Students* Mini-

Guide, available on the [GPDP website](#)¹² discusses the importance of networking and provides advice on effective informational interviewing. Students who are interested in targeting large law firms are strongly encouraged to engage in networking activities to learn more about the various practice areas and employers. Not only will these activities result in contacts, they will provide invaluable knowledge which will result in (i) a more effective job search; (ii) stronger cover letters; and (iii) more effective and successful interviews.

- *Targeted mailing(s)*. Once a student has identified a number of potential employers using the resources above, he or she should conduct one or more targeted mailings. Information on how to conduct an effective targeted mailing can be found in Section III.B below.
- *The International Student Interview Program (ISIP)*. Although ISIP tends to attract mostly employers looking to hire for their offices abroad, there are a small number of employers who are seeking attorneys or foreign associates for their U.S. offices as well. For more information about ISIP, see Section IV.A of this Mini-Guide.

2. Small and Midsize Firms

The vast majority of attorneys in private practice in the U.S. work for firms with fewer than 50 attorneys. New York State is no exception. There are enormous benefits to practicing at a midsize or small firm, including extensive experience for junior attorneys, more client contact, and opportunities to develop business earlier in your career.

The hiring process of small and midsize firms is very different from the hiring process of the large firms, particularly because these firms typically do not know their hiring needs far in advance. The hiring needs of these employers can, and often do, change very quickly.

Students interested in opportunities with small or midsize firms should consider the following resources and suggested strategies:

- *Martindale-Hubbell*. This is an extensive database that allows students to search firms or attorneys based on a number of different criteria. See Section V.B of this Mini-Guide for additional information on how to access this resource.
- *Networking and informational interviews*. The *Networking for LL.M. Students* Mini-Guide, available on the [GPDP website](#),¹³ discusses the importance of networking and provides advice on effective informational interviewing. Students who are interested in targeting small/midsize firms are strongly encouraged to engage in networking activities to learn more about the various practice areas and employers. Not only will these activities result in contacts, they will provide invaluable knowledge to the student, which will result in (i) a more effective job search; (ii) stronger cover letters; and (iii) more effective and successful interviews. Networking is especially important with respect to small and midsize firms, as many of these positions are filled without ever

¹² <http://law.fordham.edu/llm-program/18749.htm>.

¹³ <http://law.fordham.edu/llm-program/18749.htm>.

being advertised.

- *Targeted mailing(s)*. Using some or all of the resources discussed above, students are encouraged to develop a targeted mailing strategy when applying to small and midsize firms. Information on how to conduct an effective targeted mailing can be found in Section III.B below.
- *The Fordham Law School Job Bank (Symplicity)*. Small and midsize employers frequently post their openings in the Fordham Law School Job Bank. For information on how to access this resource, see Section V.A of this Mini-Guide.
- *Part-time positions during the academic year*. At the beginning of each academic semester and to a lesser extent during the course of a given semester, employers will sometimes post part-time positions in the Fordham Law School Job Bank. One strategy to consider is to seek a part-time position with a small/midsize firm during the academic year as a law clerk, provided students have no visa limitations. Such positions have occasionally evolved into permanent full-time positions. Such opportunities also provide students with experience and exposure to small firm practice and may lead to additional networking contacts.

3. 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. Unlike many companies abroad, the vast majority of corporations in the U.S. seek candidates with significant prior legal experience and do not generally hire for entry-level positions.

Because the hiring practices of corporations vary widely, there is no comprehensive database or listing of these opportunities. Students interested in opportunities with corporations should consider the following resources and suggested strategies:

- *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 attended.
- *Networking and informational interviews*. The *Networking for Graduate Students* Mini-Guide, available on the [GPDP website](#),¹⁴ discusses the importance of networking and provides advice on effective informational interviewing. Students who are interested in targeting corporations are strongly encouraged to engage in networking activities to learn more about the various employers in this setting. Not only will these activities result in contacts, they will provide invaluable knowledge to the student, which will result in: (i) a more effective job search; (ii) stronger cover letters; and (iii) more effective and successful interviews. Networking is especially important with respect to in-house jobs at corporations, as many of these positions are filled without

¹⁴ <http://law.fordham.edu/llm-program/18749.htm>.

ever being advertised.

- *Targeted mailing(s)*. Using some or all of the resources discussed above, students are encouraged to develop a targeted mailing strategy when applying to corporations. Information on how to conduct an effective targeted mailing can be found in Section III.B below.
- *Fordham Law School Job Bank (Simplicity)*. Corporations that list positions here may be seeking to fill positions quickly and likely will consider applicants on a rolling basis. Therefore, students are advised to check the Job Bank regularly and to respond to postings of interest in a timely manner. For information on how to access this resource, see Section V.A of this Mini-Guide.

4. Government

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

Students interested in opportunities with government agencies should consider the following resources and strategies:

- *Public sector legal career fairs*. See Section IV.B of this Mini-Guide for information on the two public sector legal career fairs available to Fordham Law students, the EJW Fair and the PILC Fair. Both fairs provide students with exposure to various aspects of public sector employment.
- *Public Interest Resource Center (PIRC)*. Students conducting a government job search are encouraged to visit PIRC in Room 08 on the Garden Level of the Law School and make an appointment with a counselor there. PIRC houses many resources geared toward a public-sector job search, including its [Public Interest Job Search Guide](#)¹⁵ which contains information on public interest jobs, fellowship opportunities, and job strategies for public sector employment. For additional information about PIRC, visit their [website](#).¹⁶
- *Government Honors and Internships Website (the “Arizona Site”)*. Several local, state, and federal government agencies offer entry-level structured internship and honors programs for current students and recent graduates. The Government Honors and Internships Website lists comprehensive information on these programs and their timelines for applications. Foreign LL.M. students should also view Table 11 on the Arizona Site to see a summary of the rules for employing non-U.S. citizens.

¹⁵ <http://law.fordham.edu/public-interest-resource-center/2676.htm>.

¹⁶ <http://law.fordham.edu/pirc.htm>.

For access to this resource, visit the [GPD website](#).¹⁷

- *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. See Section V.J of this Mini-Guide for additional information on how to access this resource.
- *Fordham Law School Job Bank (Symplicity)*. Government employers occasionally post their openings in the Fordham Law School Job Bank. For information on how to access this resource, see Section V.A of this Mini-Guide.
- *PSJD*. This is an extensive database that gives students access to public sector job postings that are typically not posted with the job banks of individual law schools. See Section V.H of this Mini-Guide for additional information on how to access this resource.
- *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 [GPD website](#).¹⁸
- *Local government agency websites*. Websites of individual government agencies often maintain banks of job listings. Some useful resources include the following:
 - The [websites](#)¹⁹ of various prosecutors' offices throughout the U.S.;
 - The [websites](#)²⁰ of over 70 New York State government agencies; and
 - The [websites](#)²¹ of various New York City government agencies.

5. Public Interest Organizations

Students interested in opportunities with public interest organizations should consider the following resources and suggested strategies:

- *Public Interest Resource Center (PIRC)*. Students conducting a public interest job search are encouraged to visit PIRC in Room 08 on the Garden Level of the Law School and make an appointment with a counselor there. PIRC houses many resources geared toward a public-sector job search, including its [Public Interest Job Search Guide](#)²² which contains information on public interest jobs, fellowship opportunities, and job strategies for public sector employment. For additional information about PIRC, visit

¹⁷ <http://law.fordham.edu/llm-program/18749.htm>.

¹⁸ <http://law.fordham.edu/llm-program/18749.htm>.

¹⁹ <http://www.prosecutor.info>.

²⁰ <http://www.nysegov.com/citGuide.cfm>.

²¹ <http://www.nyc.gov/portal/site/nycgov/menuitem.c000402d63e84407a62fa24601c789a0/>.

²² <http://law.fordham.edu/public-interest-resource-center/2676.htm>.

their [website](#).²³

- *Public sector legal career fairs.* See Section IV.B of this Mini-Guide for information on the two public sector legal career fairs available to Fordham Law students. Both the EJW Fair and the PILC Fair provide students with exposure to various aspects of public sector employment.
- *Networking and informational interviews.* The *Networking for Graduate Students* Mini-Guide, available on the [GPDP website](#),²⁴ and provides advice on effective informational interviewing. Students who are interested in targeting non-profit organizations are strongly encouraged to engage in networking activities to learn more about the various employers in this setting. Not only will these activities result in contacts, they will provide invaluable knowledge to the student, which will result in (i) a more effective job search; (ii) stronger cover letters; and (iii) more effective and successful interviews.
- *PSJD.* This is an extensive database that gives students access to public sector job postings that are typically not posted with the job banks of individual law schools. See Section V.H of this Mini-Guide for additional information on how to access this resource.
- *Idealist.* This online database lists both legal and non-legal positions and volunteer opportunities in the public sector. See Section V.I of this Mini-Guide for additional information on how to access this resource.
- *Fordham Law School Job Bank (Simplicity).* Public sector employers frequently post their openings in the Fordham Law School Job Bank. For information on how to access this resource, see Section V.A of this Mini-Guide.
- *Specific resources for international law and opportunities abroad.* Beyond employment with U.S. organizations, there may be opportunities available for students with the United Nations or with other intergovernmental or international organizations. PSJD publishes a number of useful guides in this area, many of which are accessible through the [GPDP website](#).²⁵

Job seekers should also frequently visit the websites of various organizations of interest. Several international organizations, including various branches of the United Nations, advertise job openings on their individual websites. A list of website links for some of the largest international organizations is available on the [GPDP website](#).²⁶

²³ <http://law.fordham.edu/pirc.htm>.

²⁴ <http://law.fordham.edu/llm-program/18749.htm>.

²⁵ <http://law.fordham.edu/llm-program/18749.htm>.

²⁶ <http://law.fordham.edu/llm-program/18975.htm>.

6. Public Policy/Think Tanks

Opportunities at non-governmental organizations or at “think tanks” may exist for graduate students who meet the requirements of individual employers. For more information on think tanks, search the National Institute for Research Advancement's [World Directory of Think Tanks](#).²⁷

Additionally, the *Public Policy Handbook*, published by the University of Arizona, 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. While most positions are open to disciplines other than law, they all 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. You can access the *Public Policy Handbook* via the [GPDP website](#).²⁸

B. How to Conduct a Targeted Mailing

A targeted mailing can be a highly effective tool for various types of job searches. A targeted mailing involves identifying a limited number of employers that interest you, based on a number of criteria such as practice area and geographic locale, and reaching out to those employers in a thoughtful and organized way. A targeted mailing can be contrasted with a broad “shotgun” approach, whereby you send a form cover letter and resume to a large number of potential employers indiscriminately. The “shotgun” approach is almost never successful and we strongly caution against it.

The process for putting together a targeted mailing is as follows:

1. *Identify employers.* Begin by developing a list of up to 50-60 employers that interest you. Students frequently develop several targeted mailing lists based on their individual interests and experience. Each list should be segregated by characteristics of the employer such as practice area, geographic locale, and firm size. Depending on the types of employers you are targeting, databases such as the NALP Directory or Martindale-Hubbell can be helpful in identifying potential employers. Additionally, networking and informational interviewing can help you gain insight into potential employers that might 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 you attended; or attorneys from

²⁷ <http://www.nira.or.jp/past/ice/nwdtt/2005/index.html>.

²⁸ <http://law.fordham.edu/llm-program/18749.htm>.

- your home country. If you were a member of a sorority or fraternity, consider contacting the alumni of those organizations (even if not at the same school), or alumni of similar student organizations in which you were actively involved. If there are multiple persons to whom you might direct your application at a given firm, you should choose one person, taking into consideration the following factors: (a) is the attorney a partner (or comparably high status if not a law firm); (b) is the attorney both an alumnus of Fordham Law and another school you attended; (c) was the attorney a member of a student organization in which you are also a member.
2. *Create a cover letter and mail your applications.* Based on the targeted mailing list(s) you have developed, the next step is to create a cover letter. Since you will likely be developing more than one targeted mailing, you should craft a different cover letter for each of these targeted mailings. Depending on the particular practice area or geographic area of the targeted mailing, you may choose to highlight different skills or experiences in that version of your cover letter. Keep in mind that while a generic letter may be easily dismissed, a well-researched and well-written cover letter, tailored for a specific employer, will command attention. Please review the Mini-Guide on *Cover Letters and Other Professional Correspondence*, available on the [GPDP website](#),²⁹ for advice on how to draft and send an effective cover letter.
 3. *Follow up.* Approximately 7-10 business days after you send your cover letter and resume to the contact, follow up with that contact. The importance of following up cannot be overstated. Follow-up gets your materials off the corner of the desk and back into the recipient's hands. The follow-up can be very simple and brief. Either by phone (only if contacting a recruiting professional) or email, you can simply confirm that your materials were received, reiterate your interest in the firm and ask whether any additional information is required at this time to assess your candidacy. That brief email or phone call shows a dedicated interest in the firm and can make an enormous difference.

Follow-up Tip: Keep track of the firms to which you send resumes, the version of the resume and cover letter you send, the individual contacts, and the responses you receive. Responses will vary greatly. If a firm asks you to check back in one month, keep track of that on your list so you can reconnect with the firm 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 in the event you decide to conduct further searches.

²⁹ <http://law.fordham.edu/llm-program/18749.htm>.

IV. JOB FAIRS FOR LL.M. STUDENTS

A. International Student Interview Program (ISIP)

The GPDP coordinates Fordham Law School's involvement in ISIP. ISIP, also known by students as the “NYU Job Fair,” 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 32 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 legal 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 worldwide. More than 1,100 foreign-trained LL.M. candidates representing more than 75 countries will have an opportunity to be considered for internship and permanent positions in the U.S. and abroad 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 read the *Graduate and International Student eNewsletter* for the most up-to-date information regarding the information session and important ISIP deadlines.

B. Public Interest Job Fairs

PIRC coordinates Fordham's participation in the following two career fairs:

- [Equal Justice Works Conference and Career Fair \(EJW Fair\)](#).³⁰ The EJW Fair typically takes place in October each year, with registration in August and September of each year. Students will receive information about registration via email.
- [The Public Interest Legal Career Fair \(PILC Fair\)](#).³¹ The PILC Fair typically takes place at NYU Law School in February, with student online registration between October and December of each year. Students will receive information about registration via email. For additional information on the PILC fair, contact PIRC or visit the official PILC Fair website.

Additional information and registration materials for both fairs will be provided to students via email during the fall semester. Please pay careful attention to the registration information once it is available.

Although these job fairs may have few opportunities for interviews for LL.M. students, both have a “table talk” component at which employers set up informational tables which provide the opportunity for networking and learning more about various types of employers and organizations. Students interested in public sector work are strongly encouraged to take advantage of this.

³⁰ <http://www.equaljusticeworks.org/law-school/conference-and-careerfair>.

³¹ <http://www.law.nyu.edu/publicinterestlawcenter/careerfair/index.htm>.

V. ONLINE RESOURCES

In addition to the services of GPDP and PIRC, a number of online resources are available to assist students in their job searches. These resources can be accessed through the [GPDP website](#).³²

A. The Fordham Law School Job Bank (Symplicity)

Job listings in the Fordham Law School Job Bank 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. and M.S.L. students as well. The GPDP encourages students to check the Job Bank regularly and respond to postings of interest in a timely manner.

The [Fordham Law School Job Bank](#)³³ is accessible to LL.M. and M.S.L. students by logging on through the Symplicity portal. Note that students will be provided with a Symplicity log-in that is different from the log-in 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@law.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.

B. Martindale-Hubbell (Martindale)

[Martindale-Hubbell \(Martindale\)](#)³⁴ is an effective tool for researching law firms and attorneys. Advanced searches can be limited 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.

C. Vault/Career Insider

Fordham Law School has purchased access for all students to the entire Vault Library of guides and resources. (Unfortunately, alumni do not have access to this resource.)

Vault/Career Insider contains downloadable, full-length career guides that include

³² <http://law.fordham.edu/llm/gdpd>.

³³ <http://law.fordham.edu/llm-program/18749.htm>.

³⁴ <http://law.fordham.edu/llm-program/18843.htm>.

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.

Note that the first time you access this resource, you will need to create a username and password on the Vault/Career Insider website.

D. NALP Directory of Legal Employers

The NALP Directory of Legal Employers, published by the Association for Legal Career Professionals, is a very useful tool for researching the hiring practices and employment policies of employers who are members of NALP, including the majority of large law firms, as well as many large government and public interest employers. The NALP Directory can be accessed through the [GDPD website](#).³⁵ It is important to access the NALP website via the GDPD website, as this will allow NALP to recognize you as a Fordham Law student, which will give you privileged access to features not available to the general public, such as free downloading of mail merge documents.

The NALP Directory sets forth 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, look for 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 employers your search yielded or a selected number of them, you can check mark each employer’s name and then click on “mail merge.” A new screen will appear with instructions on how to create a mail merge.

If you are interested in working for a law firm, you should make use of the NALP Directory early in your search so you can note the application deadlines for various firms. Deadlines for LL.M.s can vary widely from one firm to the next.

E. Chambers and Partners

[Chambers and Partners](#)³⁶ provides comprehensive information regarding law firms worldwide, primarily geared toward business people and potential clients. This resource ranks law firms based on feedback provided by their clients. The site is free and requires no login or user account. 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.

³⁵ <http://law.fordham.edu/llm-program/18749.htm>.

³⁶ <http://www.chambersandpartners.com>.

market, as well as a magazine that reports news relating to law firms and the legal market.

F. 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 resource that requires no password and can be accessed at the [Chambers Associate](#) website.³⁷ For each of the law firms included, the site 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 about up to three firms in a columnar format.

G. Legal 500

The [Legal 500](#)³⁸ 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 even a category for "foreign law firms," which will describe law firms that are present in, 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 an office here. If you are, for example, a Korean-qualified attorney, a list of major U.S. firms that have offices in both Seoul and New York would be a great place to start your job search - you can market yourself as someone who can help coordinate between attorneys and clients in both offices, from either location.

H. American Lawyer Magazine

The American Lawyer Magazine is available to students via Westlaw, and 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 (ranks U.S. law firms based 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.

I. PSJD (formerly PSLawNet)

PSJD is a comprehensive resource that is invaluable to anyone looking for a job in the public sector, providing an extensive database of job listings as well as resources to aid you in formulating your job search strategy. It can be accessed via the [GDP website](#).³⁹ The service is free to students; however, if you are accessing the site for the first time, you may need to register on the PSJD website by clicking the "Register Here" button on the homepage and following the

³⁷ <http://www.chambers-associate.com>.

³⁸ <http://www.legal500.com>.

³⁹ <http://law.fordham.edu/llm-program/18924.htm>.

simple instructions.

PSJD is a network of approximately 190 U.S. law schools and more than 12,000 law-related public service organizations around the world. The site contains a job bank listing summer and permanent opportunities with public interest organizations, domestic and international government organizations, and some private organizations specializing in public service work. Note that many of the organizations that list here do not list with individual law schools, so if you are interested in a career in the public sector, you should check this job bank frequently.

Students should also refer to the numerous professional development resources available via the PSJD website, including in particular the documents available on the [Resource Center](#),⁴⁰ containing numerous downloadable guides on topics related to various public interest opportunities.

J. Idealist

[Idealist](#) is an online database which contains profile and contact information for over 80,000 non-profit and community organizations in 165 countries.⁴¹ It maintains a job bank that lists both legal and non-legal paid positions and volunteer opportunities. When searching the Idealist job bank, students are able to search by area of focus (*e.g.*, children's rights, consumer protection), location, and type of job, among other things.

K. 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.⁴²

PLEASE NOTE: 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. Before attending interviews, students should be certain they fulfill all requirements.

M. LinkedIn

In the legal field, [LinkedIn.com](#)⁴³ is often used by applicants (particularly practicing attorneys), employers (particularly large law firms and companies), 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 (if you have one) on an unsolicited basis; likewise, 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, be sure that your LinkedIn profile is polished and contains nothing that is inconsistent with the information on your resume, cover letter, or other application

⁴⁰ http://www.psjd.org/resource_center.

⁴¹ <http://www.idealists.org>.

⁴² <http://www.usajobs.gov>.

⁴³ <http://www.linkedin.com>.

materials. As with all social media accounts, be sure to use common sense when deciding how to use the platform and what information about yourself to make publicly available.

N. Other Online Resources

Other internet-based resources that may be helpful to LL.M. students can be found on the [GPDP website](#).⁴⁴

The GPDP aims to provide the highest level of service to graduate students and alumni, and we hope this Mini-Guide has been helpful in providing a starting point for you in formulating your job search strategy. We strongly 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@law.fordham.edu. We look forward to working with you.

⁴⁴ <http://law.fordham.edu/llm-program/18749.htm>.