

International L.L.M. Career Planning Guide



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Timetable for LLM Job Search Activities

Month	Activities
September	<ul style="list-style-type: none"> • Attend Introduction to Career Development Office (CDO) meeting and Resume Workshop for LLM students. • If you wish to apply for law firm positions, after attending resume workshop and reviewing resume advice in this guide, sign up for an appointment with a CDO counselor. • Read CDO’s weekly email for information about upcoming CDO programs. • If interested in taking a bar exam, consult this guide and the <i>Comprehensive Guide to Bar Examination Requirements</i> (www.ncbex.org/) to determine what steps you need to take and when bar applications are due. • If interested in taking the NY Bar Exam, send your Request for Evaluation of Academic Credentials to the NY State Board of Law Examiners to obtain precertification of your eligibility to sit for the NY Bar. • If interested in taking the NY Bar Exam, select at least two courses during the year that meet the “basic courses in American law” requirement. • If interested in taking a bar exam, consider taking the November 9 Multistate Professional Responsibility Exam (MPRE). Register by September 29.
October	<ul style="list-style-type: none"> • If you have not done so already and are interested, sign up for an appointment with a CDO counselor to discuss your career interests and review your resume. • Consider attending the Equal Justice Works Career Fair and Conference in Washington, DC on October 24-25 if you are interested in public service work. See the law school’s Public Interest Advisor, Sheila Hayre, for additional information. • NETWORK: contact former employers, friends, colleagues who may have connections with employers in the U.S. Utilize YLS Career Connections (www.law.yale.edu/careerconnections) to find YLS alumni practicing in places of interest to you. Talk to faculty members with whom you have gotten to know about your career interests. Talk to third-year JD students who have worked for employers of interest to you. • Use www.nalpdirectory.com and the list of law firms offering internships to LLMs in Appendix E to learn about prospective employers. • Send your cover letter and resume to employers of interest to you. Keep diligent notes regarding which employers you have solicited and when.
November	<ul style="list-style-type: none"> • Follow up by telephone with employers to whom you have written inquiring about the status of your application. • Write to additional employers of interest to you. • If interested in participating in the January 29-30, 2010 Overseas Trained LLM Student Interview Program (LLM Job Fair) in New York City, obtain information from CDO and submit student registration form. • Bid online for employers with whom you wish to interview at the January LLM Job Fair.
December	<ul style="list-style-type: none"> • Continue follow up with employers to whom you have written. • Obtain your schedule of interviews for the Overseas Trained LLM Student Interview Program. Cancel promptly if not interested. • If interested in taking the NY Bar Exam, select at least two courses during the year that meet the “basic courses in American law” requirement.

January	<ul style="list-style-type: none"> • Focus on reading and examination period. • Participate in the LLM Job Fair on January 29-30. • If interested in taking the bar exam, consider taking the March Multistate Professional Responsibility Exam (MPRE). Check the MPRE web site (www.ncbex.org/multistate-tests/mpre) for registration deadline.
February	<ul style="list-style-type: none"> • Talk to a CDO counselor if you are still seeking employment.
March - May	<ul style="list-style-type: none"> • Sign up for the New York Bar Exam between 120 and 90 days prior to the exam (July 27-28, 2009) and for BARBRI or other bar preparation program. • Respond to CDO's employment survey to help CDO keep accurate statistics. • Upon graduation, join YLS's alumni mentor network, YLS Career Connections (www.law.yale.edu/careerconnections) to provide your advice to future generations of LLM students.

INTRODUCTION TO CAREER DEVELOPMENT FOR LL.M. STUDENTS¹

The Career Development Office (CDO) offers counseling, programs and resources to all students at Yale Law School to assist them in making informed career decisions. Because the Yale LLM Program is generally open only to students committed to a career in law teaching, and because most of our LLM students return to their home countries to teach upon completion of their studies at Yale, the career counseling needs of our LL.Ms have been quite limited. For the few LLM students who seek non-academic work, their focus is typically on exploring opportunities with U.S. based law firms in either the U.S. or abroad. As a result, although we will touch on other areas of legal practice, exploring private sector opportunities will be the focus of this guide.

The Career Development Office, located in Rittenberg Hall, has three attorney counselors and several other staff members available to meet the needs of our students. CDO offers individual counseling for students on career planning and job search techniques, including everything from advice on resume writing to more in depth discussions about career choices. The counselors also conduct a variety of programs during the year, on topics ranging from interview training to specialized topical panels. Some of these events are specifically geared toward LLM students, while others are for a more general student audience. Through the Mentor-in-Residence program, alumni provide one-on-one career advice to interested students. Additionally, CDO co-sponsors with other law schools a job fair specifically for LLM students and organizes two interview programs each year for students seeking summer and permanent positions.

We encourage you to learn more about CDO and the resources available to you through the office by reading this guide and perusing our website at www.law.yale.edu/cdo. During the year, CDO will communicate with students about programs and resources through our website, our weekly CDO email, and via posters located throughout the law school.

It is important to mention at the outset that the job market for LLM students who do not hold U.S. JD degrees is always very competitive, and in the current economic climate, tougher than ever. As will be discussed in this guide, there are a number of reasons why U.S. employers are often not interested in hiring foreign educated LLM students. However, there are certain steps that LLM students can take to increase the likelihood of obtaining one of these positions.

¹ For purposes of this guide, the term “LLM students” refers only to those LLM students with law degrees from outside of the United States.

CHAPTER 1

THE JOB MARKET FOR LL.M. STUDENTS

A. Law Firms

Large law firms with international business interests are the most typical employers of LLM students. These firms are most often found in the large metropolitan areas of the U.S., including New York City and Washington, DC.

These international law firms hope that LLM students will facilitate a relationship between the firm and the international business interests that the firm has or wishes to cultivate. As a result, students from countries where firms have an office and/or business interests usually have the most success in the law firm job market. The countries of interest to law firms change with the economic climate around the world. In addition, firms are more interested in LLM students from common law jurisdictions. The fact that where you are from may be more important to law firms than your achievements is an unfortunate reality for LL.Ms. The chart to the right lists recent private sector employers who have hired Yale LLM graduates.

Fortunately, there are some qualities law firms (and all employers for that matter) seek that are more under your control than your home country and your citizenship. Law firms seek candidates with strong education and employment backgrounds. The more similar your prior experiences are to the type of work you seek, the more attractive you will be to that employer.

Further, law firms desire candidates with strong English ability, although high growth foreign offices of U.S. firms may put a premium on foreign language skills. Finally, firms seek students who will fit in with the “personality” of the firm. Excellent interpersonal skills demonstrated during interviews will assist you in securing job offers.

There are two main paths that LLM students pursue when applying for positions with law firms: a period of practical training as allowed by immigration rules, or a permanent position. Practical training usually takes the form of a 6- to 12-month internship with a firm, and is often easier to obtain than a permanent position. A handful of law firms have specific internship programs for international lawyers, although this

Recent Private Sector Employers of YLS Foreign Educated LLM Students

American Offices

Arizona	Brown & Bain (Phoenix)
California	Wilson Sonsini Goodrich & Rosati
DC	Kirkpatrick & Lockhart White & Case
New York	Cleary Gottlieb Steen & Hamilton Coudert Brothers Cravath, Swaine & Moore Curtis, Mallet-Prevost, Colt & Mosle Davis Polk & Wardwell Debevoise & Plimpton Hughes Hubbard & Reed Paul, Weiss, Rifkind, Wharton & Garrison Shearman & Sterling Simpson Thacher & Bartlett Skadden, Arps, Slate, Meagher & Flom Sullivan & Cromwell Weil Gotshal & Manges

International Offices

Beijing	GE Asia
Belgium	McKinsey & Company
Germany	Cleary Gottlieb Steen & Hamilton McKinsey & Company
Hong Kong	Paul, Weiss, Rifkind, Wharton & Garrison
London	Sullivan & Cromwell
Vienna	Baker & McKenzie

is not the norm. Appendix E contains a list of U.S. law firms with internship programs for foreign-trained lawyers. Although this list is not exhaustive, it can serve as a useful starting point. Those LLM students seeking permanent positions must understand that law firms hire entry-level attorneys with the expectation that they will remain with the firm for many years. These firms invest time and resources training their new associates, and as a result are extremely particular in whom they hire. Unfortunately, many are not willing to look beyond the standard pool of U.S.-trained JD applicants.

Large law firms hire JD students in the fall for the following year. Some firms consider LLM students during that same time frame. Most firms, however, wait until late fall or early winter to interview LLM candidates. Because the timing of hiring is somewhat unclear, the safest course of action is to apply to employers in the fall. Consult the narratives in Chapter 6 written by recruiting managers from several law firms for additional information about typical large law firm hiring practices. In addition, review the Timetable for LLM Job Search Activities in the front of this guide for more information about what job search steps you should take and when.

B. U.S. Government

Opportunities for noncitizens with U.S. government agencies are extremely limited. U.S. government positions are either in the Competitive Service, the Excepted Service or the Senior Executive Service.

The Competitive Service includes all civilian positions that are not specifically excepted from the civil service laws by Statute, by the President, or by the Office of Personnel Management. Hiring for competitive service positions must comply with Executive Order 11935 which bans the employment of noncitizens into Competitive Service positions unless there are no qualified citizens available. It primarily includes positions in the Executive Branch.

The Excepted Service includes most positions in the legislative and judicial branches. In addition, there are certain positions (including lawyers) and certain agencies (including the FBI, the CIA, and the U.S. Postal Service) which are in the Excepted Service by statute. Senior Executive Service is reserved for high-level management positions. Since most legal positions fall into the Excepted and Senior Executive Service categories, their citizenship requirements are of the most interest for LLM students and graduates.

Hiring for Excepted Service and Senior Executive Service positions must meet the requirements of the Appropriations Act and immigration law. The Appropriations Act prohibits the use of government funds to employ noncitizens within the U.S. except for certain groups of noncitizens. These groups include nationals of countries currently allied with the U.S. in a defense effort, as determined by the State Department. These excepted groups may be employed if they meet the requirements of U.S. immigration law. However, many agencies with excepted positions have separate and more stringent agency authorizations relating to citizenship requirements. For example, the Department of Justice hires noncitizens only if necessary to accomplish a particular department's mission and subject to strict security requirements. Such appointments are extremely rare. Only U.S. citizens are eligible for employment with U.S. Attorney's Offices, the FBI, the U.S. Trustee Program, and the Executive Office for Immigration Review. Dual citizens of the U.S. and another country are considered on a case-by-case basis. For more information, consult the Federal Employment Information Fact Sheet in Appendix A and the U.S. Office of Personnel Management website site at www.opm.gov/employ/html/non_cit.asp.

State and local governments may not have citizenship requirements, but will be less likely to value the international perspective that you may bring to a position.

C. Judicial Clerkships

Judges typically hire one to four “law clerks” for a term of one or two years, to assist with legal research and draft opinions, orders, and other documents with the judge. Students usually clerk within one to three years of law school graduation. Individual states have their own rules on employment of noncitizens; therefore, if you are interested in a particular state court, you should contact the court to determine eligibility. The same hiring restrictions regarding U.S. government positions apply to jobs with federal judges. Specifically, federal law prevents non-U.S. citizens from being paid with Congressionally-appropriated funds (which is the source of the judiciary’s budget) unless the individual falls within one of the various statutory exceptions. If you are not a U.S. citizen, you should bring this to the attention of the chambers in which you are seeking employment, to permit chambers to ascertain whether you are eligible for a paid position. (A federal judge always has discretion to hire noncitizens as unpaid interns, but that is rarely feasible for recent graduates.)

The statute has occasionally been amended, and the list of countries whose citizens may be paid by the federal government changes from time to time, which makes it important to verify your eligibility for paid employment under current law. If any person is hired in violation of these restrictions, the Administrative Office of the U.S. Courts is required, by statute, to remove such person from the payroll immediately; any appropriated funds paid may be recouped. Students seeking background information about particular situations may contact Robert Deyling in the General Counsel’s Office of the Administrative Office of the U.S. Courts at 202-502-1100.

For more information about working with federal and state courts, consult the CDO guide, *Judicial Clerkships in the U.S.* CDO also offers *Opportunities with International Tribunals and Foreign Courts*, a guide for those interested in multinational tribunals such as the International Court of Justice, as well as national courts in other countries. (Note that YLS sponsors a “traineeship” at the International Court of Justice each year, and the past few trainees have been LLM or JSD students; in addition, YLS inaugurated a similar position in 2008 with the Permanent Court of Arbitration, which has also been held by a JSD student.)

D. Nonprofit Organizations

As to legal jobs with U.S. based nonprofits, these positions are often highly competitive. CDO’s guide, *Public Interest Careers*, provides general information about these organizations and the skills they seek. Your lack of training in U.S. law will limit you with most U.S. based organizations, however your language skills and international background may be of help in organizations that need your special knowledge and skills. CDO’s guide on *Public Interest Fellowships* may be of use to some of you who wish to consider a U.S. based public interest fellowship for a year or two of public interest work after completing the LLM degree.

Your language skills, legal training, and international background are more likely to be advantageous in your own country, or in international public interest organizations. CDO’s guide, *International Public Interest Law*, discusses these types of positions and mentions other resources to help you find them. The law school is a member of an online database, www.pslawnet.org, which allows you to find out about public interest organizations and opportunities around the globe. CDO will offer training on the use of this resource in the fall, and you are welcome to attend.

E. U.S. Academia

LLM graduates typically choose to return to their home regions to teach. You are the experts on this process in your home country, although our online alumni mentor network, Career Connections (www.law.yale.edu/careerconnections), may be of use in connecting you with LLM graduates who are in your country and possibly teaching now.

CDO offers help for YLS graduates pursuing law teaching positions in the U.S. Our guide, *Entering the Law Teaching Market*, available online and in CDO, offers advice on that type of job search. All U.S. teaching positions are highly competitive. Because of your different legal training, and the difficulty in assessing publications in foreign languages and foreign credentials, it is even more difficult for a foreign trained LLM graduate to pursue law teaching positions in the U.S. If you are thinking of trying to find employment in the U.S. market, it is important to develop publications in English and placed in American law journals, and to develop U.S.-based law faculty recommenders. Academic fellowships offer temporary research and writing positions, occasionally with teaching duties, in American law schools. For more on this option check the appendix in *Entering the Law Teaching Market*.

CHAPTER 2

JOB SEARCH HURDLES: VISAS AND BAR ADMISSION

A. Visa Issues

Students interested in pursuing employment in the U.S. upon graduation from Yale Law School, must address issues relating to their visa status. Fortunately, students in the U.S. on F-1 student status are eligible to work in a “practical training” job directly related to their field of study for a total of 12 months either during their studies or starting within 60 days after the completion of their studies. These students are therefore eligible to be hired by a U.S. employer for a short-term internship opportunity. Students seeking permanent positions in the U.S. will have to look into the option of having an employer sponsor them for an H1-B visa which would enable them to work for up to six years in the U.S. In the past couple of years the number of H1-B petitions has exceeded the congressionally mandated cap, although that trend seems to have changed this year. In any event, students should work directly with the prospective employer to assess this option.

Visa questions can be directed to the Office of International Students & Scholars (OISS) in person or via their website at www.yale.edu/oiss, or by speaking with Maria Dino, Director of Graduate Programs, in the law school. In addition, the U.S. Citizens and Immigration Services website site, www.uscis.gov, provides information useful to LLM students. Visa concerns can be daunting, but many law firms that hire LLM students can assist their recruits with visa issues.

Visa Questions?
Contact the
Office of International
Students & Scholars
421 Temple Street
432-2305
www.yale.edu/oiss

B. Bar Admission

In addition to visa limitations, LLM students may also be limited in their job searches by state bar admission requirements. For those LLM students seeking a short-term internship, employers will most likely not require bar admission. However, employers usually expect permanent associates to be admitted to the bar in the state in which they will be practicing.

Bar admission involves a demonstration of worthiness to a state’s board of bar examiners in two areas—character/fitness and competence. To meet the character and fitness requirement, the state’s board of bar examiners must be satisfied that your background meets certain standards of conduct. To assess these qualities, you will be required to provide detailed information about your background. If the bar examiners believe that the information you provide reflects poorly on your character or fitness, they will require additional investigation. The National Conference of Bar Examiners authors the *Comprehensive Guide to Bar Admission Requirements* (available in the CDO Library and online at www.ncbex.org). Chart II provides information about the character and fitness determinations of each state. Direct any questions about the character and fitness requirements to the board of bar examiners of your state.

To meet the competency requirement, an applicant must pass the state’s bar exam. The problem for foreign JD graduates is that only a few states will allow foreign JD graduates to sit for the bar, and even then, only if numerous conditions are met. To determine the conditions for admission in each state, consult the *Comprehensive Guide to Bar Admission Requirements* (available in the CDO library and online at www.ncbex.org). Chart X (reprinted in Appendix B of this guide) contains state by state bar eligibility information for foreign law school graduates. Follow up by visiting individual states’ bar

websites and contacting their admissions offices with your particular questions. Links to state bar websites are available at The National Conference of Bar Examiners website (www.ncbex.org).

Below is additional information regarding the bar exam requirements for two popular destinations of our graduates, New York and Washington, DC. Consult Appendix B of this guide for additional information about these bar exams.

1. New York Bar Exam (www.nybarexam.org)

a. Eligibility Requirements

The Board of Law Examiners provides an overview of the requirements for foreign JD graduates on their website at www.nybarexam.org under the “Foreign Legal Education” tab. In summary, Section 520.6 of the Rules of the New York State Court of Appeals for the Admission of Attorneys and Counselors at Law requires that:

1. applicant fulfills the educational requirements for admission to practice law in a foreign country other than the US;
2. applicant’s period of study of law is at least “substantially equivalent in duration” to that required by ABA approved law schools;
3. the law school attended by the applicant was recognized by the accrediting agency of the government of that country;
4. the jurisprudence of the foreign country is based on the principles of English Common Law; and
5. the “program and course of law study” were the “substantial equivalent” of the legal education provided by an approved law school in the U.S.

Subdivision (b)(1)(ii) of section 520.6 permits certain applicants to cure either a durational or substantive deficiency (but not both) by successfully completing “a full-time or part-time program consisting of a minimum of 20 semester hours of credit, or the equivalent, in professional law subjects, which includes basic courses in American law, in an approved law school in the United States.” The Board interprets “basic courses in American law” as a minimum of two courses from the list of subjects which are tested on the bar exam as set forth in Board Rule 6000.6(c). According to that rule, the bar exam may test on the following subjects: business relationships; conflict of laws; constitutional law; contracts; criminal law procedure; evidence; family law; New York and federal civil jurisdiction and procedure; professional responsibility; real property; remedies; torts; trusts, wills and estates; and Uniform Commercial Code articles 2, 3 and 9. Consult the YLS *Basic Courses in American Law* list in CDO to see which YLS courses meet this requirement.

b. Application Process

New York requires you to request a review of your credentials to determine if you are in fact eligible to sit for the bar. This is done by completing a Request for Evaluation of Foreign Academic Credentials Form (www.nybarexam.org/Docs/eval_form.pdf). As described in more detail in the Request, the following documents must accompany your Request:

1. Official transcripts from every law school attended
2. Degree certificate
3. Admission Certificate or other Alternative Documentation
4. Written statement from the accrediting agency of your foreign government
5. Proof of durationally equivalent legal education

6. English translation

These supporting documents must consist of originals or copies certified directly from the issuing institution. Therefore, you must obtain these documents from the law schools where you studied as well as from the relevant bar offices abroad that may have admitted you to the practice of law. Because the Board has been strict about this rule in the past, you should make every effort to obtain the needed documents.

Submit the Request, along with a cover letter (sample in Appendix B of LLM Career Planning Guide) and supporting documents to the Board in September or October. If you submit your Request at this time, you should receive a letter from the Board confirming your eligibility to take the bar exam (conditioned on your completing your LLM) within 8-10 weeks.

All applications to take the New York Bar must be postmarked no more than 120 days nor less than 90 days prior to the day of the examination. Most students sit for the July exam (which will take place on July 27-28, 2010), although there is also an exam offered each February. The application fee is \$250. The application is made available in the spring semester and may be completed online at the Board's website (www.nybarexam.org) under the "Bar Exam Applications and Forms" tab. When you submit a Request for Evaluation of Foreign Credentials and receive confirmation of your eligibility, you should attach that information to your application. If you have not heard back from the Board, provide that information in your cover letter.

c. Bar Examination and Preparation

The New York bar exam is offered two times each year, in July and February and is given over a two-day period. It is always offered on the last Tuesday and Wednesday of those months. The first day of the exam consists of five essay questions, 50 multiple-choice questions, and one Multistate Performance Test (MPT) question. The second day is the Multistate Bar Exam (MBE), a six-hour, 200-question multiple choice exam covering contracts, torts, constitutional law, criminal law, evidence, and real property. Visit www.nybarexam.org/TheBar/TheBar.htm for a complete description of the bar exam and testing process.

Most students who sit for the bar take a review course in the summer prior to the exam. Because the bar examination is very rigorous, LLM students are strongly encouraged to enroll in a review course to help them prepare. A list of review courses is available at <http://stu.findlaw.com/thebar/barreview.html>. BAR/BRI (www.barbri.com) is a popular course at YLS. Some programs (like BarBri) offer review courses specifically for foreign attorneys. Although these services are expensive, some employers (typically larger law firms) will pay for their recruits to take a bar review course. These review programs can also assist you in preparing for the MPRE exam.

d. Multistate Professional Responsibility Exam (MPRE)

In addition to taking the New York Bar Exam, before you can be sworn into the New York state bar you also have to take and pass the ethics test, known as the Multistate Professional Responsibility Exam (MPRE). You are NOT required to take the MPRE prior to sitting for the bar exam. The MPRE is a test consisting of 60 multiple choice questions that tests your knowledge and understanding of the ethical standards of the legal profession. The passing score for NY is 85. The test is offered three times per year, in March, August and November. Many students choose to take the exam in March. The registration deadline for the November 7, 2009 exam is September 29, 2009. For additional information about the MPRE, go to www.ncbex.org. As with the bar exam, you have the option to prepare for the MPRE by signing up with a commercial bar review course.

2. District of Columbia Bar Exam (www.dccourts.gov)

a. Eligibility Requirements

According to DC Court of Appeals Rule 46(b)(4), a foreign graduate must successfully complete 26 hours of study at an ABA-approved law school in the subjects tested in the bar examination in order to be eligible for the DC bar exam. Rule 46(b)(8)(iii) provides that the bar examination may cover the following subjects: administrative law, contracts, agency, Uniform Commercial Code, equity, business associations, conflicts of laws, evidence, torts, wills, trusts, administration of estates, family law, real and personal property, civil and criminal procedure, constitutional law, criminal law, legal ethics and tax law. In its discretion, the Committee may change the subjects. The full text of Rule 46 is available online at www.dcappeals.gov/dccourts/appeals/rules.jsp.

U.S. JD graduates from ABA accredited law schools are eligible to waive into DC without taking the DC bar exam if they have been admitted to the bar of another state, received a scaled score of 133 on the MBE and have passed the MPRE (Rule 46(c)(3)). Unfortunately, foreign JD graduates are not eligible to waive in under these circumstances. Instead, they must have been admitted to the bar of another state and practiced in that state for five years immediately preceding filing an application to be admitted without examination (Rule 46(c)(3)).

For more information about these requirements, consult the DC Court of Appeals website at www.dccourts.gov. Under DC Courts Quick Links, in the Court of Appeals section, select Committee on Admissions.

b. Application Process

The “FAQ” section of the DC Bar website (www.dcappeals.gov/dccourts/appeals/coa/faq.jsp) states you have the option to submit a written request to the Committee on Admissions for an evaluation of your LLM course work to determine whether the course work meets the requirement of Rule 46(b)(4). Along with your request, submit your transcript(s) containing the subjects, semester hour values, and grades achieved. You should also provide a copy of the law school’s course description for each of the courses you completed. These materials should be sent to: Committee on Admissions, 500 Indiana Avenue NW, Room 4200, Washington, DC 20001.

Applications for the DC bar must be filed by May 3 for the July 2010 exam. The application fee is around \$200 plus an amount to be determined for the National Conference of Bar Examiners to conduct a background investigation.

c. Bar Examination and Preparation

The DC Bar exam is given twice a year, in February and July, over a two-day period. The first day of the exam consists of two Multistate Performance Test (MPT) questions and six Multistate Essay Exam (MEE) questions. The second day is the Multistate Bar Exam (MBE), a six-hour, 200-question multiple choice exam covering contracts, torts, constitutional law, criminal law, evidence, and real property. All test-takers in all states take this same exam.

Because the bar examination is very rigorous, LLMs are strongly encouraged to enroll in a review course to help them prepare. A list of review courses is available at <http://stu.findlaw.com/thebar/barreview.html>. BAR/BRI (www.barbri.com) and PMBR (www.pnbr.com) are two popular courses at YLS. Although

these services are expensive, some employers (typically larger law firms) will pay for their recruits to take a bar review course.

d. Multistate Professional Responsibility Exam (MPRE)

In addition to taking the DC Bar Exam, before you can be sworn into the DC bar you also have to receive a scaled score of 75 on the ethics test, known as the Multistate Professional Responsibility Exam (MPRE). You are NOT required to take the MPRE prior to sitting for the bar exam. The MPRE is a test consisting of 60 multiple choice questions that tests your knowledge and understanding of the ethical standards of the legal profession. The test is offered three times per year, in March, August and November. For additional information about the MPRE, go to www.ncbex.org. As with the bar exam, you have the option to prepare for the MPRE by signing up with a commercial bar review course.

CHAPTER 3

RESOURCES FOR LOCATING POTENTIAL EMPLOYERS

A. Print and Online Resources

There are many resources available to learn about particular employers. Most employers have their own websites with plenty of information about their practices, clients, attorneys and more. Students typically find the following resources quite helpful:

- **CDO website** (www.law.yale.edu/cdo). The CDO website is a good source of information about events, deadlines, and job opportunities, including:

CDO Publications. CDO creates numerous career-related publications for students, including 16 guides that provide in-depth discussions of career areas and programs. See the last page of this guide for a list of all guides written by CDO. Many of these guides contain narratives written by alumni. In addition, CDO authors numerous brochures on topic areas such as pro bono, declining employment offers, billable hours, split public interest summer opportunities, and more. Access these publications by clicking on *Resources* and then *CDO Publications* on the CDO website. These resources are also available in CDO.

Student Summer Employment Evaluations. CDO collects evaluations from JD students reporting on their summer employment experiences. These evaluations serve as tools for learning the “inside scoop” on employers. Available on CDO site under *Resources*.

External Career Links. This section of the CDO site, available under *Resources*, contains an extensive list of helpful career-related websites.

Job Posting System. Employers wishing to share job information with our students post their opportunities on our CDO Job Posting system, available on CDO site under *Resources*.

- **The Association for Legal Career Professionals (NALP) National Directory of Legal Employers** (www.nalpdirectory.com). The Association for Legal Career Professionals (NALP) publishes a directory of legal employers that is available in CDO and via the web. The directory contains detailed information about larger firms and some public interest organizations, including information about their practice areas, hiring plans, and more. If an employer has completed a NALP Workplace Questionnaire, which inquires about work environment, diversity, benefits, and pro bono policies, that information is also available through this site. Students can use this site to search for employers willing to hire first-year students and can create mail merge documents for use in applying to NALP employers.
- **Vault Online Career Library for YLS** (www.law.yale.edu/vaultonlinelibrary). Yale Law School has purchased a subscription to the Vault Career Library, which enables students to download pdf versions of many of Vault’s career guides, including the *Vault Guide to the Top 100 Law Firms* which provides the scoop on firms, tips on getting hired, quotes from survey respondents, and information about quality of life factors. In addition to accessing the guides, click *Industry Research* to view Vault’s various rankings of firms by region, department, diversity, and quality of life. Click

Firm Research to access law firm profiles which provide contact information and a firm snapshot. This site also provides access to videos with job search advice and message boards.

- **Chambers and Partners** (www.chambersandpartners.com). The Chambers Guides rank lawyers and law firms within practice areas. Select from Chambers UK, Global, Europe, USA, Asia, or Latin America. Each guide is searchable by firm name, individual attorney name, geographic location and practice area. Within each practice area, Chambers ranks firms by designating them as “Band 1-6,” with Band 1 ranking highest. Chambers Associate, their newest guide, provides profiles of firms drawing on information from Chambers, the firm and associates.
- **Law Firm Leadership Directory** (www.leadershipdirectories.com). This website provides access to the Law Firm Leadership Directory as well as many other directories. The Law Firm directory contains information about large law firms in the U.S. and provides the names of the chairpersons of each department of the firm. You may wish to contact the chair of the department with which you wish to work to demonstrate your skills and interests to that person. Students using a Yale computer or connected to Yale through a VPN can access the directories without a password. Simply click on the “Leadership Online Login” box in the upper right corner of the home page. Anyone accessing the site from an outside computer without VPN will be taken to a login screen. In that event, contact CDO at 203-432-1676 for a username and password.
- **Martindale-Hubbell** (www.martindale.com). *Martindale-Hubbell* is an extensive directory of law firms and corporate in-house counsel. It is a great way to locate YLS alumni in law firm practice and is the primary means of learning about smaller law firms. Each law firm entry contains a list of representative clients and a bio about each attorney. Through the website, you can search by geographic areas, areas of practice, firm size and law school.
- **ABA Section of International Law International Internship Program** (www.abanet.org/intlaw/intlinternship.html). Site contains an online database of international law firms interested in hiring JD and LLM students for summer legal internships. Many firms seek volunteers, but some offer stipends.
- **PSLawNet** (www.pslawnet.org). This is a network of nearly 190 member law schools across the country, including YLS, and more than 11,000 law-related public interest organizations around the world. Through their online database, PSLawNet provides a comprehensive clearinghouse of public interest organizations and opportunities for lawyers and law students. As a PSLawNet member, YLS students can perform customized searches for organizations in which they have an interest and for public interest opportunities, ranging from short-term volunteer and paid internships to post-graduate jobs, fellowships, and pro bono opportunities.

B. People Resources

There are many people who can be extremely useful to you as you search for a job. Be sure that you don’t conduct your job search with your head in a book or in front of your laptop. Make a list of every person you or your contacts from home know who may be helpful to you in finding the position you seek. Following are some “people resources” you should explore:

- Yale Law School faculty
- CDO counselors and other law school administrators
- Yale Law School LLM and JD graduates, starting with those in YLS Career Connections
- Fellow LLM classmates

- Yale Law School JD students (especially third-year students who have already secured permanent employment)
- Attorneys in the U.S. with some relationship to your home country employer
- Attorneys from your country practicing in the U.S. in a firm or area of interest to you
- Attorneys from your country who formerly practiced in the U.S. and who still may have contacts with U.S. employers.

1. Locating Alumni

Yale Law School has over 12,000 alumni working in virtually every corner of the globe. When deciding where to work, be sure to tap into these alumni for information. Some of the methods for connecting with our alumni include:

- *YLS Career Connections* (via [CDO website under Resources](#)). YLS Career Connections is an online searchable database of over 1,400 YLS alumni who have offered to provide career advice to students and fellow graduates. Use this resource to locate graduates practicing in fields of interest to you and contact them for information and advice. The login is “yale\NetID” and the password is your regular Yale password. You MUST use Internet Explorer when accessing this resource.
- *Yale University Career Network* (www.aya.yale.edu/online). Many alumni from Yale University and its graduate programs have joined the University’s Career Network and offered to provide career advice to students and fellow graduates. Use this resource to supplement the contacts you develop through the law school’s Career Connections. These resources can be especially useful for students seeking information about nonlegal career options. Login using your NetID.
- *Martindale Hubbell* (www.martindale.com). Beyond the above mentioned mentor networks, use this site to find additional YLS alumni in law firms and in-house departments. Click “advanced search,” search for lawyers and then type “yale” in the Law School Attended field. Select a geographic location and/or area of practice to narrow your search.
- *CDO Mentors in Residence Program*. During the year, CDO invites many alumni to visit YLS to speak on career-related panels. While here, those alumni often agree to meet individually with students to provide advice about their job searches. Because these sessions typically take place during the weekday, students should feel free to wear casual attire.
- *CDO, YLS, and Yale University programs of interest*. Throughout the year, CDO, the law school, and the university host numerous programs in which students have the opportunity to network with attorneys in the legal field.
- *Narratives written by alumni in CDO guides* (available on CDO’s website and in CDO).

2. Reaching out to Alumni and Others

LLM students are sometimes uncomfortable with networking, speaking positively about their own abilities and experiences, and using contacts to secure positions. However, these approaches are critical components to a successful job search. Using contacts has time and again proven to be the most successful method for LLM job seekers to find work. When reaching out to alumni or others for career advice, the conventional starting point is to send an email stating your request, and asking whether there is a convenient time for the two of you to talk. If you have been referred to the person from a mutual

acquaintance, be sure to mention that. Reassure your contacts that you are NOT seeking a job interview, only an opportunity to discuss your career ideas and obtain some professional feedback. For example, when sending an email to a member of YLS Career Connections, you may wish to say something like:

“I am currently a LLM student at Yale Law School, having received my law degree in Brazil. I plan to pursue a career international law in New York. I found your profile on YLS Career Connections, and notice that your work is focused on international corporate matters. I would be grateful for the opportunity to speak with you about your experiences at YLS and your career path. Please let me know if there is a convenient time for us to talk. Thanks in advance for your help.”

If you have the opportunity to meet with an alumnus/a or other attorney for networking purposes, come prepared with a general knowledge of the subject you plan to discuss and some questions. Limit your discussion to 20 to 30 minutes, unless the attorney expresses an interest in extending the discussion. Attempt to get the names of two or three people for further networking. You should bring your resume for the individual to review and critique (or email it in advance), but do not attempt to solicit employment. At the meeting and in a subsequent email or letter, express your appreciation to the individual for taking the time to meet with you. Keep the people in your network periodically updated about your career. For additional networking advice, read Chapter 4 of *Guerrilla Tactics for Getting the Legal Job of Your Dreams* and *Networking without Fear or Embarrassment*, both available in CDO.

CHAPTER 4

APPLICATION MATERIALS

Once you have done your research and know where you wish to apply, you need to put together your application materials. This involves drafting a resume and one or more cover letters, and perhaps assembling a writing sample and list of references. When drafting these materials, keep in mind that every piece of paper you provide to an employer will be viewed as a writing sample. Everything should be technically perfect and well written. When drafting your materials, also keep in mind the qualities that employers seek in LLM candidates—strong ties to the country in which the employer has business interests, an excellent educational background, related prior employment experience, a good command of English, and a likable personality.

A. The “American” Resume

An “American” resume differs from your curriculum vitae (CV) in several respects. A resume is typically one page (although many LLM candidates with significant relevant experience effectively use a two-page format), and it is not a recitation of your entire educational and professional background. Instead, the resume is a summary of your education and employment, written with the goal of persuading a potential employer to hire you.

Before sitting down to draft your resume, spend some time reflecting on the qualities that make you an attractive candidate. Have you practiced law in your home country? What types of projects have you worked on and what skills did those projects help you to develop? Do you have strong English speaking and writing ability? Do you have useful contacts in your home country? Whatever your best qualities are, be sure to highlight them in your resume (and cover letter!). Also, because American employers may be unaware of the system of education in your country, it is up to you to craft your resume to be as clear as possible with respect to your various degrees and work experiences. When possible, translate information on your resume into English.

“Resumes should be in English, one page in length and include the candidate’s academic background (schools attended and degrees earned), professional experience (positions held at previous employers and dates of employment) and interests/abilities (activities and language fluency).” **Sharon Crane, Director of Legal Recruiting, Davis Polk & Wardwell**

Make sure that your resume is concise, accurate, error-free, well-organized, clear, easy to read, and visually pleasing. The most typical font for resumes (and cover letters) is Times New Roman with a font size of 11 point. Your font size should be no less than 10 point (and that is only if your resume is extremely well-organized with good use of space) and no more than 12 point. See Appendix D for sample LLM resumes and review the following suggestions.

The Heading

Your name, New Haven address, telephone number and email address should appear at the top of your resume. You may wish to provide a permanent address and telephone number if you believe that your connection to your home country will help you sell yourself to the prospective employer.

Education

Provide information about your education in reverse chronological order starting with your LLM from Yale. If you receive honors in any of your courses, you may wish to include that information on your resume. If you are taking courses related to the area(s) in which you wish to practice, consider listing them. To demonstrate your interests and skills, include activities in which you are involved.

Next, list any graduate schools, followed by your “undergraduate” equivalent. Include in this section honors and activities under the appropriate school entry. Limit your entries to those honors and activities that you believe will assist you in your job search. For example, include activities that demonstrate leadership skills, ability to work with others, working knowledge of English or the American legal system, and strong writing and speaking ability. Translate information into English and provide explanatory notes to help the reader when necessary (i.e., “equivalent to JD degree,” “honor given to top 10% of class”).

Experience

The experience section should list relevant employment experience in reverse chronological order. Focus on experiences that demonstrate skills sought by legal employers and experiences in which you applied common law or U.S. law.

The name of the employer should be listed first, followed by the location, and dates of employment. You may wish to include your job titles, depending on their impressiveness or usefulness in clarifying your responsibilities. Use active phrases on your resume to describe your work experience and emphasize skills. For example, state “researched and wrote memoranda on issues of jurisdiction and venue,” not “I was involved in the researching and writing of....” You need not use complete sentences when writing your descriptions. Instead, use phrases separated by periods or semi-colons, or list each description on a separate line of text, with or without bullets.

You may wish to include a separate section that contains your practical training/internships conducted as part of your education. Because these experiences are typically only a few months in duration, U.S. employers may be concerned about their short duration unless they understand that the experiences were part of your apprenticeship.

Resume Action Verbs

accomplished	instituted
administered	investigated
advised	managed
analyzed	negotiated
assessed	organized
authored	observed
compiled	performed
conducted	presented
coordinated	produced
corresponded	provided
counseled	recorded
created	represented
designed	researched
determined	reviewed
developed	revised
devised	served
drafted	solved
edited	studied
established	updated
evaluated	wrote

Additional Sections

Following the experience section, many students have one or more additional sections. You may wish to have a “Bar Admissions” section and list the countries in which you have been admitted. A “Publications” section may be a good idea if you wish to provide further proof of your writing ability. If the title of the publication is not in English, translate it or provide a parenthetical with the translation. Keep in mind that if a publication is listed on your resume, you will likely be asked about it during an interview. In addition, listing many publications on your resume may further an employer’s impression that Yale LLM students are primarily focused on academic careers.

Many students include a “Skills and Interests” section listing foreign languages and a few special interests that may be of interest to an employer. An “Interests” section can often serve as a good ice breaker during an interview. However, try to avoid commonplace descriptions (i.e., reading, sports, movies) in favor of more specific descriptions (i.e., initiated science fiction book club, skydiving, movie critic for local newspaper). American resumes do not include personal information such as marital status.

B. Cover Letters

The purpose of a cover letter is to explain to the recipient why you are sending your resume to him/her. Like your resume, your cover letter also serves as a writing sample that employers will critique when trying to decide whether to offer you an interview. Thus, your cover letter must be error-free and well-written. Use your cover letter as an opportunity to sell yourself to potential employers by highlighting your strengths. The best cover letters provide some insight into your abilities beyond what is included on your resume.

Employers seek certain qualities in LLM students, especially with respect to candidates from non-common law countries. They want candidates who have strong communication and writing skills, contacts in their home countries, useful language abilities, and demonstrated excellence in school, among other things. Contemplate what qualities you have that

will impress employers, and be sure to highlight those qualities in your cover letter. Be mindful that employers may not typically hire LLM students (some may not even know what LLM students are!) or may be wary of your ability to fit in with their firm. It is up to you to convince them that they should hire you. Use your cover letter to accomplish that goal. See Appendix D for sample cover letters and review the following suggestions.

<p>Your Street Address City, State Zip Code (Area Code) Phone #</p> <p>Month Day, Year</p> <p>First Name Last Name, Esq. Chair, International Department Law Firm Name Street Address City, State Zip Code</p> <p>Dear Mr./Ms. Last Name:</p> <p>Tell employer who you are and why you are sending him/her a resume.</p> <p>Explain why you wish to work for this employer. If you have a connection to the employer’s city, you can mention that too.</p> <p>Sell yourself to the employer. Why should his/her firm be interested in hiring you? What qualities do you have that will make you an asset? Do you have certain connections in your home country that this employer will value?</p> <p>Thank the employer for taking the time to review your application. Inform him/her that you are interested in an interview at a mutually convenient time.</p> <p>Sincerely, <i>Signature</i></p> <p>Your Name</p>

Format

Your current address should start at the center at the top of the page. Under your address you may wish to include your local telephone number. The date is included under your address and number. The employer's name, title, and address follow four lines below the date and are flush with the left margin. If applicable, include the proper suffix after the employer's name (i.e., Esq.). You should always send your application to the firm's recruiting coordinator, but you may also wish to write to the chair of the firm's international group and perhaps one or more Yale Law School LLM graduates at the firm. The greeting appears two lines below the employer's address and should be "Dear Mr." or "Dear Ms." The body of the letter is single spaced with a line between each paragraph. The closing of the letter ("Sincerely" and your signature) should be two lines below the last line of the letter and aligned with your current address at the top of the page.

Body of the Letter

Although there are many ways to write a cover letter, the following format has worked well for students in the past. In the first paragraph of your cover letter, be clear about the type of position you seek (i.e., "I am an LLM student at Yale Law School from Australia and am seeking a short-term internship with your firm following my graduation in June 2010.") You may also wish to reassure the employer that you are eligible under the terms of your visa for the work arrangement you seek.

Use the second paragraph to explain your interest in the employer. While you may not have time to prepare a separate cover letter for every employer to whom you will write, you may wish to have a few different letters focused on different types of employers. In the third paragraph, stress why this employer should hire you. The final paragraph should thank the employer for taking the time to review your application and tell the employer how you can be reached to set up an interview.

C. Writing Sample

Generally speaking, employers seeking writing samples from LLM candidates want to see legal analysis written in English. As a result, a memorandum or brief (prepared either for a client or a school project) is preferred over a research paper, and something on a legal topic is preferable to a nonlegal paper. The ultimate criterion, however, is the quality of the writing. In addition, less outside editing is better, which is why previously published pieces are not automatically at the top of the list. Ideally, your writing sample will be five to 10 pages in length. While the sample must be your own work product, have someone review it for grammatical errors prior to submitting it to an employer. If you use a piece of work that you prepared for an employer, be sure to receive permission from the employer and redact personal client information from the document. You do not need to use resume-quality paper for your writing sample.

D. List of References

At some stage in the interview process, employers may ask for a list of references. This list should include the names, addresses, telephone numbers, email addresses (if available), and relationship to you of two or three professionals who will speak highly of your abilities. When selecting among multiple options for references, you should consider whether any of your references may be known to potential employers or may be seen as experts in the field to which you are applying. Try to use a combination of faculty and prior employers when possible. Prior to listing your references, be sure to speak with them about their willingness to serve as a reference for you and provide them with a copy of your resume. Do not be shy about securing references—this is standard practice in the U.S.

If you have room at the bottom of your resume, you can include your list of references there, especially if you believe that potential employers will be impressed with your reference list. If not, use a separate piece of resume quality paper and include your name, address, telephone number, and email address, in the

same format as your resume, and then type “LIST OF REFERENCES” centered on the page. Appendix D contains a sample List of References.

E. Transcripts

Some employers will request a transcript from you—they may want your YLS transcript and/or transcripts from your education in your home country. Unless an employer specifically requests an official transcript, you should feel free to provide an unofficial version. YLS transcript requests should be made in person to the Registrar’s Office. To request an official transcript, you must provide an official transcript form. There is typically a 24-48 hour turn around time for all transcript requests. Unofficial transcripts can be photocopied. Official transcripts cannot be photocopied and only 10 may be requested at one time. Printed on the back of an official YLS transcript is an explanation of the law school’s unique grading system. If you send an unofficial version, you may wish to obtain a photocopy of the grading explanation from the Registrar. If you have incompletes or works in progress, provide employers with an explanatory cover sheet. Talk to a CDO counselor if you have questions about what to say.

First semester grades are unlikely to be available before April. If an employer requests your YLS transcript prior to that time, you can explain that grades are unlikely to be available before April, and that, pursuant to the law school’s grading policy, your transcript will show only honors, credit or fail for each course. You can offer to send your transcript when grades are available, or to send your law school transcript immediately if that would be helpful. Even prior to grades being available, some employers may be interested in receiving a copy of your YLS transcript to see your course selections. Courses are listed on your transcript as soon as you commence the course selection process. Spring courses will be listed on your transcripts starting the first week of December. If you think your course selections may be a selling point to employers, you may wish to hold off on sending transcripts until your spring courses have been selected.

F. Application Packet

At the initial application stage, you need only provide your resume and cover letter, unless the employer specifically requests additional materials. If you have a strong English writing sample, you may wish to include that as well. You have the option of mailing or emailing your application to employers. Some employers indicate on their websites how they would prefer for students to apply. For other employers, you can call and ask, or simply decide on your own which method to use.

If you apply via email, convert your documents into pdfs to avoid conversion problems. Before creating the pdfs, format your documents properly by using Word, a standard font such as Times New Roman, at least .5 margins, and tabs or justification instead of spaces for alignment purposes. When emailing your applications, include the body of your cover letter in the email message and also include the cover letter as an attachment. Ideally you will attach only one pdf file that includes both your resume and cover letter in one document. If you have questions on how to do this, contact CDO or computer services.

If you send your application by mail, purchase good quality white or cream bond paper with matching envelopes for printing your resumes and cover letters. Remember that your “perfect” resume is likely to be photocopied by prospective employers. You may want to make a test photocopy to be sure your resume will still look good after duplication. If you are also including a writing sample, you can either fold the documents to fit a standard size envelope, or use larger envelopes. You do not need to use resume quality paper for your writing sample. Most students use the mail merge function in their word processing program to create and print cover letters and envelopes on the computer. In addition, students applying to law firms can use the mail merge feature from www.nalpdirectory.com to download the contact person name, employer name and address for all employers to whom they wish to apply.

CHAPTER 5

CONNECTING WITH EMPLOYERS

There are two primary methods for you to reach out to employers—participating in the Overseas-Trained LLM Student Interview Program and sending applications directly to employers of interest to you.

A. Overseas-Trained LLM. Student Interview Program

The law school co-sponsors with six other law schools (Columbia, Harvard, Stanford, University of Chicago, University of Michigan, and University of Virginia), a job fair in New York City for foreign law graduates, known as the LLM Job Fair. This is the primary recruiting tool for YLS LLM students seeking non-academic employment.

The LLM Job Fair is a pre-screened interview program. In other words, participating employers review resumes submitted by interested and qualified students and select the students they wish to interview.

Last year, a total of 108 employers interviewed at the program, including 28 employers who conducted interviews for U.S. offices. Eleven students from Yale attended and conducted a total of 53 interviews. Every year a couple of Yale students obtain positions with employers in the U.S. or abroad through the LLM Job Fair. This year's fair will take place in New York City on January 29-30, 2010. Although we do not yet know which employers will participate in this year's fair, a list of employers who participated last year is available in CDO.

You will receive additional information about this program from CDO in early November.

B. Applying Directly to Employers

Some students decide to supplement the LLM Interview Program by sending applications directly to employers. Although there is no set time frame for this process, you can commence sending your applications in the fall, and may need to continue your job search efforts into the spring. You can also check www.nalpdirectory.com, where some employers share information about their preferences for when they wish to receive applications from LLM students.

At the initial application stage, you will typically send only your resume and cover letter, unless the employer specifically requests additional materials. If you have a strong English writing sample, you may want to include that in your initial application as well, to demonstrate your English writing ability to employers. If you are including a writing sample, you can either fold the documents to fit a standard size envelope, or use larger envelopes. Refer back to Chapter 5 of this guide for more information about creating an application packet for employers.

If you have not heard from an employer within two weeks of sending your application, and you are still interested, call the employer to make sure your application was received and ask politely about the status of their hiring plans. Be mindful of the line between showing interest and being a pest. Keep a record of your contacts with employers: those who respond; the nature of their replies; your follow up; and the results. Your search may last a matter of weeks or months, and this record will be an invaluable tool. You are building your professional network, so touch base with contacts you encountered along the way and tell them about the work you ultimately select.

CHAPTER 6

THE INTERVIEW

There are certain interview techniques that you should employ to be sure that you make the most of your time with the employer. Overall, keep in mind that what employers seek in LLM students is fluency in written and spoken English, relevant professional experience, strong grades, contacts in their home countries, and a professional demeanor.

A. Preparation

1. Know Your Application Materials

Review your resume and be sure that you can discuss every entry in a way that puts you in the best light. If you wrote an article, be prepared to summarize its thesis succinctly. If you list a transaction on which you worked in your home country, be sure you can recall the salient details. Read your writing sample and understand your arguments. Keeping in mind the qualities that employers seek in LLM students, list the three or four positive attributes you most want an employer to know about you, and make sure to bring them up during your interviews.

2. Know Your Online Image

At some point in the interview process, prospective employers may conduct Internet research to learn more about you than what you've shared through your application materials. It is important for you to maintain a professional online image. Do you have a profile on MySpace, Facebook, or LinkedIn? Do you have a personal website or blog? Does the content project a professional image? Be aware not only of the content you author, but of links to other content from your site—it is certainly possible that a prospective employer will follow the links provided. If you share your thoughts and opinions on other sites, are you comfortable with employers reading your views? Google yourself—are you concerned with what you see? If it is content you posted, look into taking it down. Consider restricting access to your online content whenever possible. Feel free to talk to a CDO counselor if you have any concerns about your online image.

3. Know the Employer

Use the list of resources mentioned in Chapter 3 of this guide to get you started. After your research, make a list of two or three things that are most important for you to know about each employer.

4. Know the City

Be able to articulate your interest and connection to the city in which you are interviewing. This is more important to employers in certain cities. For example, employers in NYC and DC are typically not very concerned about your knowledge of their areas, while employers from San Francisco, Atlanta, and Boston may be.

5. Know What to Expect on Interview Day

When arranging your interview, make sure you understand (and write down) the logistics—the time, the location, the length of your visit, the number of attorneys you will meet and their names, and what materials you should bring. Look the interviewers up on the employer’s website or www.martindale.com. Map out your travel route in advance and be sure to arrive a few minutes early. When you go to the interview, be sure you have eaten properly and have had enough sleep. Write down the name(s) of your interviewer(s) and your impressions immediately after (but not during!) the interview when they are still fresh. These notes will provide a basis for comparison of employers on items that are important to you. Attend CDO’s interview skills workshops and participate in the mock interview training to brush up on your interview skills before the real thing.

B. What to Wear

Your attire should reflect your professionalism and contribute to your confidence level. You want to be remembered for the content of the interview, not for what you wore, the smell of your cologne, or the condition of your clothing. Although some law firms have shifted towards casual attire and many public interest employers dress casually for work, a suit is still considered by most employers to be appropriate attire for an interview. When in doubt, err on the conservative side.

1. Women

- Either skirt suits or pants suits are fine.
- Black, navy and gray are the most conservative colors, but tans and other subtle shades are also acceptable. Solids are preferable to patterns.
- Skirts should be no more than two inches above the knee.
- Wear a white or cream blouse (sometimes called a shell) with either short or long sleeves. Tank tops and camisoles are too casual. The blouse should either have a collar or a round neck. Avoid low-cut shirts.
- Shoes should be simple pumps in a dark color with a medium-sized (1 ½ to 2 inch) heel. Stay away from high heels, ankle boots, elaborate bows, buckles etc.
- Pantyhose should not have runs or snags and should be a neutral tone. Avoid designs and textures. Wearing pantyhose with skirts (as opposed to having bare legs) is the more conservative approach.
- Simple earrings, necklace, bracelet, and basic watch are appropriate. Do not wear hoop or dangling earrings, nose rings, or multiple rings or bracelets.
- Long hair/curly hair does not have to be pulled back, unless it will be in your face or distract you.
- Go easy on the makeup. Use no perfume or, if you must, apply it very lightly and make sure that none is on your hands so that the scent is not wafting in the air or coating the hand of an interviewer after shaking it. Do not forget your deodorant.
- Nails should not be too long and if polished, should be in a neutral shade.
- Carry a briefcase or folder that contains your interview materials. If you carry a briefcase, do not also carry a purse.

2. Men

- Suit should be a well-tailored pin-striped or plain wool single-breasted suit in navy or gray.
- The pant cuff should fall lightly over your shoes-no “high waters” that show off your socks.
- Select a tasteful tie made of silk. Do not wear large prints, cartoon characters or anything else that is flashy or vulgar. The width of your tie should be between 2 ¾ and 3 ½ inches and should extend to your trouser belt. Do not wear a bow tie.
- Wear a plain, light-colored long-sleeved shirt. White or light blue are acceptable. Your shirt should not have french cuffs.
- Shoes should be polished with socks that complement the suit. Shoes should match your belt.
- For jewelry, do not wear anything more than a simple watch and wedding band. Leave your earring/nose ring at home.
- Hair should be neatly cut and professionally styled. Although long hair is not recommended, if you have it, pull it back into a neat ponytail. Beards and mustaches should be trimmed or, if acceptable, removed.
- Use a good deodorant. Use no cologne or aftershave or, if you must, apply it very lightly and make sure that none is on your hands so that the scent is not wafting in the air or coating the hand of an interviewer after shaking it.
- Carry a briefcase or folder that contains your interview materials.

C. Interview Questions

Part of your preparation should be anticipating questions the interviewer may ask you and thinking of questions you can ask the interviewer. Ask questions that show off your research, instead of questions easily answered by their materials. Avoid questions that may put the interviewer on the defensive (i.e., “Why doesn’t your firm have many lawyers from Brazil?”). Instead, ask questions that provide the interviewer the opportunity to shed some light on a topic of interest to you (i.e., “Can you tell me about the opportunities for lawyers interested in dealing with Latin American legal issues and clients?”). Do not focus on administrative matters such as vacation policy or salary early in the interview process. Save those questions for a later stage of the interview process.

During interviews, employers want students who:

- have researched the employer
- demonstrate good judgment
- are problem solvers
- take an active part in the interview
- are forthright about “negatives”
- demonstrate a pleasant and friendly demeanor
- behave professionally

Following are some sample questions to get you started. When reviewing the questions, think about which questions will be more difficult for you to answer and reflect on how you can best respond.

Questions Employers Often Ask During Interviews

1. Why did you choose law as a career?
2. Why did you decide to pursue an American LLM? Why at Yale?
3. I know that the Yale LLM program is designed for students intending to pursue a career in academia, is that true for you? If so, why are you interviewing with private firms?²

² Many former LLM students have mentioned that they received numerous questions regarding their long-term career interests in academia. Be prepared to discuss the relationship between your interest in a position with a prospective employer and your academic interests.

4. I see you are taking [antitrust] at Yale—please tell me about the differences in the U.S. [antitrust] laws and the [antitrust] laws of your country.
5. Why are you interested in our firm/agency/organization?
6. Tell me about yourself.
7. What are your greatest strengths and weaknesses?
8. What law school subjects have you liked best? Least? Why?
9. In what particular area(s) of practice are you most interested?
10. Why have you chosen to interview with us?
11. Why do you wish to practice in [New York]?
12. What do you see yourself doing five years from now?
13. What other academic and professional abilities should we know about?
14. What can I tell you about my firm/agency/organization?

Questions to Ask During Interviews

1. Describe a few typical projects done by LLM graduates at your firm.³
2. How are projects assigned to LLM graduates?
3. What is the typical length of LLM graduate internships?
4. On what types of matters involving my country does your firm work?
5. What qualities do you seek in new attorneys?
6. What do you think distinguishes your firm from others in this city?
7. What opportunity will I have for client contact?
8. Do you have any formal or informal mentoring system?
9. Describe the firm's pro bono program and policies.
10. What has been the most interesting transaction in which you have been involved?
11. Why did you choose to work for this firm over others?

D. Interview Etiquette

An interview is a conversation between relative strangers, consisting of questions, answers, and discussion. Remember that you want the interviewer to like you, so do not leave your social skills at the door. Be friendly, warm, interested, and smile when appropriate. Do not strive to be someone else, but do exhibit your best manners.

Employers typically conduct a brief “screening” interview prior to inviting you to their office for a longer “callback” interview. Screening interviews are relatively short, typically only 20-30 minutes. At the screening interview, you will meet with one or more attorneys from the firm who will have a short amount of time to judge your qualifications. The interviewer(s) will then meet with the firm's hiring committee and decide which candidates to invite back to the firm for a callback interview.

Because the screening interview is so short, first impressions are very important. Make sure you look the interviewer in the eye, provide a firm handshake, and smile. These may not be culturally acceptable in your country, but can be crucial in the U.S. You have two primary goals during the interview: 1) to determine whether this employer may meet your career goals and objectives; and 2) to make the interviewer recognize, and remember, your unique qualities, interests, and skills. When responding to questions, remember that you want the interviewer to see you as intelligent, friendly, and thoughtful. Go with the “flow” of the interview, and, at the same time, try to take the opportunity to state your accomplishments and to ask your most important questions. If your interviewer is very talkative, try to

³ If you are applying for a permanent associate position with the firm, you may not wish to ask questions that point out your status as an LLM. Instead, focus on questions that any new associate would ask, including the work of the firm and the responsibilities given to new associates.

interject some information in a polite manner so that he/she will leave with a positive impression of you. If your interviewer is not talkative, keep the conversation flowing by discussing your skills and abilities and by asking thoughtful questions.

During a callback interview, you will have the opportunity to visit the employer's office and meet a number of attorneys. Typically, you will interview with four or more attorneys individually for 30 minutes each and may be taken out to lunch. Because these interviews are long and exhausting, you may not want to schedule more than one in the same day. Contact the recruiting coordinator in advance to find out the names of the attorneys with whom you will meet, if possible, so that you can find out about them prior to your interviews. Although the recruiting coordinator is not typically an attorney and does not formally interview you, she is an important part of the firm's hiring process and should be treated in a professional manner. She can also serve as an excellent source of information with respect to logistical and administrative matters. Your preparation for a callback should be the same as for a screening interview: reflect on your best qualities, know the employer, and be prepared with questions.

Many students are surprised when interviewers want the students to take the lead in interviews. Do not assume that you will spend your time merely responding to questions. Many interviewers will ask very open-ended questions or even say, "so, what can I tell you about our firm?" If you neglect to prepare for the interview thoroughly, you may be caught off guard with this type of question. However, if you have done your research and learned about such matters as the firm's practice areas, clients with some relationship to your home country, and the interviewer's areas of expertise, you will have the ability to ask meaningful questions. For more interviewing advice consult CDO's brochures *Interviewing Tips* and *Turning a Callback into an Offer* (available in CDO and online at www.law.yale.edu/cdo under "Resources" and then "CDO publications").

The dining portion of an interview comes with its own unique issues. If you are concerned about the dining aspect of the interview, consult the dining etiquette tips box to the right, CDO's videotape, *An Etiquette Dinner to Shape your Professional Style*, and the compilation of articles in *Business Etiquette: Knowing the Right Fork and More* ... (available as a handout in CDO).

Dining Etiquette Tips

- Remember that the meal is part of the interview.
- Do not drink alcohol.
- Order a mid-priced entree that will not be too messy to eat.
- Lean forward with a straight back and bring the food to your mouth, not your mouth to the food.
- Do not speak with your mouth full.
- Do not worry about the bill, the interviewers will take care of it.
- Say thank you.

E. Thank You Letters

There is some disagreement about the importance of sending thank you letters. In some regions of the country (i.e. the Northeast), they are generally not expected. In other locales (i.e. the Southeast), they are more common. In a recent unscientific CDO survey of FIP employers, 56% of interviewers said thank you letters are either a "good" or "great" idea; 12% said they don't want them and 32% were indifferent. The choice is yours. If you do decide to send one, make sure it is perfect—as it is a sample of your written work. It is CDO's view that a short follow up email to persons with whom you met is a good idea if 1) you are extremely interested in the employer and would like to reiterate that interest; 2) you thought that you really connected with the interviewer and would like to remind that interviewer of your similar interests; or 3) the interviewer went out of his/her way for you (e.g., treated you to a lavish meal).

If you decide to write a follow up email or thank you letter, you should do so promptly. You can write to one or more attorneys with whom you met and/or the recruiting coordinator. In your correspondence, you can ask the person to whom you write to pass your thanks along to the other people who assisted in making your day great. If you decide to use email (which is preferable given the time crunch), you should still use a professional business format and tone. See Appendix D for sample thank you language.

CHAPTER 7

NARRATIVES

A. Alumni Narratives

RICHARD MCHUGH, LL.M. 1997 (Sydney, Australia)
Barrister-at-law
Sydney, Australia

I graduated from Yale's LLM program in 1997. Before coming to Yale in 1996 I worked for a judge and then taught litigation part-time at the University of Sydney's Law School for a short time while I practiced at the private Bar. My immediate intention was to return to private practice and part-time teaching in Sydney after finishing at Yale. I had no intention of working in the United States at all.

A few months before I arrived at Yale a friend pointed out to me that lawyers from common law countries could sit for the New York Bar exam without first studying in the U.S.—all you had to do was fill in an application form far enough in advance. My friend had been at Yale the year before and had gotten herself a job at one of the big New York firms by attending a cocktail party held for JD students—she so amused and impressed one of the partners of the firm that he offered her a job interview. This is not a strategy which I would recommend for the faint-hearted, but it did work for her; I was much more conventional in my own approach. My friend was planning to sit for the Bar exam in the summer and she suggested that I borrow her examination notes and sit for the exam before I started at Yale. I sat for the exam in July, managed to pass, and so was in a position to get admitted as an attorney before ever arriving in New Haven. For what it is worth, several LLMs with whom I have spoken agree that the New York exam is not as difficult as the mythology suggests, but it is still a tough couple of days—especially for non-native speakers of English.

Like many LLMs, I realized once I got to Yale that the chance to live and work in the U.S. for some period after completing my studies was too good to pass up. I decided to apply to some of the large New York law firms. Since the Yale LLM program was (as I understand it remains) focused on careers in teaching rather than practice, it was not open to LLMs to participate in the on-campus interviews held for JDs. On the other hand, a connection with Yale opens many doors if you know how to go about it, even though competition for legal employment in the U.S. is fierce. The whole business is a somewhat shameless (but still sophisticated) exercise in self-promotion. You have to work out first what you can offer potential employers, secondly which employers want those skills and thirdly how to market yourself.

The first and second points tend to overlap. For example, many commercial firms have an interest in courting European, Asian or Latin American clients. LLMs from those regions who speak English well and who intend to return home after a stint in the U.S. are much sought-after, particularly in the corporate departments, either as potential employees of future clients or to staff branch offices in their home countries after a year or two in the U.S. You may find that the best sources of information about those firms are past LLMs or acquaintances from your home country. As to the third point, there is a fine line between wanting to stand out from the pack and appearing to be a safe choice for the recruitment committee. Americans have a very particular style when it comes to resumes and cover letters. If you have any doubts about your ability to write well in English, ask someone in CDO or one of your commercially-minded English-speaking friends to help you. Some of the larger firms take on close to 100

graduates every year. If you can't think of an angle to sell yourself, you're probably not trying hard enough.

My main professional interest is in litigation, which can be a difficult area for LLMs to get into. Many American lawyers assume that foreigners will not make good trial lawyers and the focus of the large firms' LLM recruitment seems to be on corporate and capital markets lawyers. Those are the areas on which you may want to concentrate when applying. I wrote to several New York firms seeking litigation positions; some offered me interviews. I also went along to the LLM career fair held (at that time) at NYU. The overall process of applying for legal employment is often tedious, but the career fair is good fun, even if it is a terrible "meat market" and even if you don't get a job.

I took up a permanent position as a litigation attorney at Skadden, Arps in New York straight after graduating in 1997. I returned to the Sydney Bar in 1998, where my practice has developed in commercial, media and constitutional law. Although it is a difficult balance to strike, I hope to combine teaching with my private practice again in the future. I strongly recommend the experience of working in the U.S., whether at a commercial firm or elsewhere, to any LLM who has the opportunity—and especially to those who intend to pursue academic careers. The law is not just about books and lectures: it is about relationships among people, businesses and governments. It is much easier to understand how the law actually functions, particularly as it exists in the U.S., after a little hands-on experience.

I remain very happily in private practice at the Sydney Bar. In 2006 I was appointed a Senior Counsel — what remains in quasi-republican New South Wales of the old system of Queen's Counsel — which has permitted me to broaden my areas of practice further. I am very much a generalist: good advocates in Australia can still appear in any forum, in any type of case. Generally an S.C. (or "silk", from the gowns we wear) appears in cases of greater complexity or where there is more at stake and (at least in my case) always with a more junior barrister, who is often a specialist in the particular area. The combination of advocacy skill in a generalist leader and technical expertise in a specialist junior is very effective in litigation here. I have not returned to the academy since I got back to Australia. Instead, the teaching I have done has been practical in nature, whether at continuing professional development seminars, through the Bar Association or one-on-one with "pupils" or "readers" (first-year barristers put under the tutorage of more senior practitioners while they learn their craft).

2009

XIMENA BENAVIDES, LL.M. 2006 (Lima, Peru)
Curtis, Mallet-Prevost, Colt & Mosle
New York, NY

Before coming to Yale Law School, I was a practitioner in corporate and contract law in Lima for four years. At the same time, I was a part-time Professor of Property at Catholic University of Peru, where I earned my law degree. Many of my professors, now my colleagues, were Peruvian Yale alumni. I noticed that they all had some qualities in common which inspired me to pursue my Master of Laws (LLM) at Yale Law School: sharp legal questioning and reasoning; a wide and interdisciplinary sense of law; an active participation in our community; and a permanent interest in academia.

I anticipated that Yale Law School's academic reputation would adversely affect my search for a law firm job in the U.S. Nonetheless, I found that this was not a problem for law firm employers at all. They were more curious about which courses I was taking and what my previous practice experience had been. They took for granted the excellence of the credential of a Yale LLM degree. However, I was still asked questions about my academic interests and my future goals in this field.

In my experience, there are several factors employers take into consideration in addition to the law school where you are pursuing your LLM. Among others, they consider your previous experience, nationality, languages, and even ties with your home country. All these factors change year by year. Certainly, regarding Latin American candidates, some nationalities (Brazil and Mexico) are preferred among others. It is a plus if the U.S. law firm has an office in your home country.

I participated in the Overseas-Trained LLM Student Interview Program organized by Yale Law School and other prestigious law schools which took place in New York for positions either as interns or associates. If you plan to participate in this program, it is very important to follow all deadlines, to prepare a resume with the assistance of the Career Development Office, and to follow their guidelines for a good interview. Talking to JD students about the different law firm options and doing research to learn deeply the law firm profiles are also important steps to take. By taking this approach, my experience with the job fair was successful. By the end of the process, I got offered, and accepted, a position with the International Corporate practice of Curtis, Mallet-Prevost, Colt & Mosle in New York. The firm was good fit for me because their international practice is focused on Latin America. It is also nice that Peruvians who had worked at the firm were fellow Yale LLM alumni.

2009

CHRYSSA PAPATHANASSIOU, LL.M. 1996 (Greece)

**European Central Bank
Frankfurt, Germany**

I arrived at Yale Law School with the wish to sit in on any class taught by Professor Roberta Romano because her writings had a great impact on my thesis concerning the regulation of cross-border tender offers. Interestingly enough, in the fall semester Professor Romano taught regulation of financial instruments in a course that gave a good overview of both economic underpinnings and case law treatment of puts and calls, futures and forwards. Thus, I was exposed to the most fascinating and evolving area of law and familiarized myself with the economics, as well as liability and regulatory aspects of derivative products. Knowing that corporate finance would be necessary to complement the understanding of financial contracts, I enrolled in the course of financial management of the MBA program at the Yale School of Management (SOM). This course proved to be a tough one for someone with a basic background in mathematics but also a tremendously challenging and rewarding experience. While preparing Excel spreadsheets for the class assignments with my fellow MBA students at the SOM, I experienced first-hand the benefits and mechanics of teamwork, while at the same time I gained valuable insight in the way other professionals think and decide in the corporate world. This insight proved very valuable a few years later when I worked in the legal department of a major German bank, Commerzbank.

After graduation, I passed the New York Bar Exam and started immediately thereafter at the Frankfurt office of Cleary, Gottlieb, Steen & Hamilton. The interview had taken place at the New York LLM Career Fair earlier that year. Working at a law firm refines communication skills, develops an eye for details and the ability to be alert for speedy solutions. I worked on asset-backed securities for international corporations and bond issues for German banks and passed the bar examination to be admitted in the German Bar. I then moved to the legal department of one of the biggest banks in Germany. My work consisted of providing legal advice on financial transactions conducted by the bank. I drafted and negotiated agreements with the major investment banks and asset managers around the world and often traveled to London, where I found it very insightful to work at the trader desk.

In 1998 I started working in the legal services of the European Central Bank (ECB) and prepared numerous contracts for the successful establishment of the foreign reserve management of the ECB. It was a tremendous experience to see the beginning of the creation of the euro. The integration of Greece

into the Eurosystem was the most challenging project in 2000 because I provided legal advice and coordinated at three different levels with: the European Union Council, the executive arm of the European Union (EU), within the ECB, in order to adapt the whole legal framework for the integration of the Bank of Greece, and with Greek authorities for the implementation into Greek law of legal requirements designed by the Eurosystem. As the EU and the ECB were involved in the process of enlargement, I advised the ECB on issues related to the integration of the Central Bank of Cyprus. Furthermore, I was responsible for projects assessing insolvency laws in the EU Member States and in countries that applied for EU membership. In this capacity, I have represented the ECB in United Nations Commission on International Trade Law working groups developing principles of insolvency and a convention on assignments of receivables, both of which are conducive to financial stability. Nowadays, I am a member of the policy unit of the Bank in the area of payment and settlement systems that looks into the oversight of clearing and settlement of securities transfers.

In my view, LLM students are interesting candidates for law firms, in particular American law firms with offices in Europe. In order to structure the interview well, LLM students should prepare focused and concise answers to the potential interview questions that CDO provides and tap into the knowledge and experience of the CDO members. Before committing themselves, LLM students would be advised to study the firms with which they have been interviewed in depth. Forty percent of the time should suffice for the individual preparation and the remaining time should be devoted in collecting reliable information for law firms and prospective employers. I found it particularly helpful that I had proof of taking courses at SOM as this made my profile interesting to those who offered the legal activity that I most enjoyed. While at law school, LLM students can benefit a great deal from experimenting with new areas of law, taking courses in other Yale schools and developing an interdisciplinary dialog with students from those schools.

2009

GERALD B. TANYI, LL.M. 1992; J.S.D. 1994 (Cameroon, Africa)
International Finance Corporation
Washington, DC

I went to Yale with a strong desire to teach law at some point in the future. After a couple of months at Yale, I learned about interesting opportunities in the law other than teaching and decided to prepare myself for private practice in New York. I decided to pursue the JSD for several reasons. First, teaching positions in my country and elsewhere were open only to JSD candidates. Second, two additional years as a JSD candidate gave me more time to polish my resume and to prepare for job interviews. Third, the two additional years offered me an opportunity to audit certain law school and Yale School of Management (SOM) courses which I couldn't do during my LLM program. Fourth, I made sure that my JSD dissertation was on a relevant (i.e., marketable) topic. I decided to work on privatization because 1) I knew most of the large law firms were involved in international privatizations, 2) international organizations such as The World Bank and The International Monetary Fund had a particular interest in privatization, and 3) my country, like most developing countries, was implementing privatization.

During my first year as a JSD candidate I audited courses at SOM and made friends with some of the business professors. One of my law school visiting professors recommended me for a Banking Law and Capital Markets Law program in Switzerland. This four-month program led to an internship at the most exclusive Swiss private bank in Geneva, Switzerland. Upon my return to Yale the following fall, I sent my resume to a number of law firms and received invitations to interview during the Fall Interview Program. Because I knew I had a huge burden to explain why a JSD candidate should be hired, my approach was very aggressive. As soon as I sat down with my interviewers, I introduced myself and told them I would like to explain why I was interviewing. I then spent the next 10 to 15 minutes addressing all of the issues identified in the Questions Employers Often Ask during Interviews section of this guide. Of

course my “speech” was a well rehearsed presentation. This approach seemed to work because the interviewers ended up asking questions I had intentionally planted in their minds. I must add that the most annoying question came from my former employer. The interviewer, a partner, asked the following question: “Please forgive my ignorance, but what the hell is a JSD?” I believe my response was satisfactory because I got the job.

After graduating from Yale in 1994, I joined the New York law firm of Sullivan & Cromwell, where I spent six years as a general corporate practice associate. At Sullivan & Cromwell, I had the opportunity to work on a wide variety of transactions, including securities, international project finance, international privatization, derivatives and commodities regulations, and mergers & acquisitions. As a practicing attorney, my JSD was of little relevance. In assigning projects, Sullivan & Cromwell made no distinction between its associates based on academic qualifications. However, I believe the fact that I had a JSD from Yale and had published a book on privatization (and not necessarily my status as a Sullivan & Cromwell lawyer) may have been responsible for the several invitations I received to speak at international conferences (especially with respect to privatization in developing economies).

After six years at Sullivan & Cromwell, I accepted an offer to join the International Finance Corporation (IFC), the private sector affiliate of The World Bank Group. At the IFC I work principally in the areas of global oil, gas, petrochemicals, mining and infrastructure financings. My responsibilities include negotiating and structuring transactions financed by the IFC. In these transactions, my “adversaries” typically include project sponsors and their lawyers, including some of the major U.S. law firms. Sullivan & Cromwell provided me the necessary training for my current job and my day-to-day activities are basically the same as in private practice with the notable exception that I now enjoy a lot more professional independence than I did as an associate at a law firm.

I think it is important to mention to LLM candidates who decide to join the “foreign lawyer program” of law firms that they should carefully consider both the benefits and disadvantages. Of course, these programs are structured differently from law firm to law firm and candidates should not hesitate to ask questions about the kinds of assignments and the quality of training they will get. These programs (which typically run from three months to one year) may not be suitable for candidates who wish to stay longer in the U.S. Also, in certain law firms this program is considered a “public relations” initiative. That is, the law firm hires a candidate either because the firm is working on one or more specific transactions in the candidate’s home country or because the firm assumes that the candidate is/will be well connected in his/her home country and would provide business for the firm at some point in the future. Under such circumstances, lawyers in these programs generally receive less professional attention, in terms of training and challenging assignments, than their colleagues who were hired as regular associates. For example, after my LLM I turned down an offer to join a Washington, DC law firm as a “foreign lawyer.” One of the reasons why I turned down this offer was because I felt that program would not provide the kind of professional fulfillment I was hoping to get from a U.S. law firm. On the other hand, certain law firms do not distinguish between “foreign lawyers” and regular associates, especially if that law firm is very active in the candidate’s home country.

To summarize, I would advise LLM candidates to be more aggressive during interviews. My strategy worked well with most interviewers because, by taking the initiative, I made a well rehearsed presentation portraying myself as a good and articulate candidate. Also, I think it was to my benefit that, unlike many LLM candidates, I was hired as a regular associate and not as a “foreign lawyer.”

2009

FERNAND KEULENEER, LL.M. 1982 (Brussels, Belgium)
Keuleneer • Storme • Vanneste • Van Varenbergh • Verhelst
Brussels, Belgium

I was particularly attracted to the Yale LLM program by the courses it offered in connection with law and economics. I had just graduated from the University of Leuven (Belgium) where I studied both law and economics. A further study of the combination of both, constituting a systems-approach to law, sounded intriguing. I opted for a good mix of basic courses, some of those unique Yale-style reflective courses, and somewhat (but only slightly) less academic ones. Looking back, I am convinced Yale was the right choice, though even then I did not have the intention to spend my career in academia. I wanted to see law “in operation.”

I tried to obtain a one-year internship with a New York law firm—but failed. In hindsight, the absence of a prior affiliation with a Brussels firm, and a motivation which may have sounded, notwithstanding my career plans, a bit too “academic,” must have caused some doubt as to the added value of my presence. Perhaps rightfully so...I returned to Brussels and joined one of the leading firms, de Bandt (which since then has merged with Linklaters), where I followed the young lawyer’s career path in the corporate department. The beginning thereof was still situated in the pre-M&A era, which yesterday sounded like ancient history (though considerably less so today)! In 1985, de Bandt opened an office in New York, and in 1988 there was the opportunity to become the head of the New York office. I gladly accepted this challenge, and spent almost five exciting years in the Big Apple, practicing corporate, banking & finance, and aviation law. Those were the years of “Europe 1992,” the creation of the single market, the shift from “Europhobia” to “Europhilia,” and the new alliances of law firms, all developments which drew the attention of U.S. law firms and raised the question as to their true meaning for the legal profession.

Because I was in New York at that time, I was able to take an active role in that thought process, with both European and American colleagues. Returning to Brussels by the end of 1992, I had the opportunity to participate in the Brussels venture of Skadden, Arps, Slate, Meagher & Flom, continuing to practice in the corporate and finance areas. It was fascinating to be involved with a global firm, growing and flourishing on a worldwide scale. The Yale passion for public debate still being prominently present, not only in the background, a Brussels think tank came to life in those years in whose creation I was actively involved. It was one of the first and remains one of the few think tanks in the capital of the European Union.

In 1998, I went on to create, together with colleagues and friends, my own firm, Keuleneer • Storme • Vanneste • Van Varenbergh • Verhelst, which has asserted its place in the sun in a marketplace full of mergers and changing alliances. I fully benefitted from my big firm experience, but I can heartily recommend the move. It is hard but rewarding work! My advice for LLM students? Try to maximize the intellectual benefit from your stay at Yale—after all, it is Yale University and not Yale Enterprises! Don’t feel obliged to be too utilitarian in your choice of courses—life is full of surprising opportunities and developments, which no one can claim to foresee or control. More than you might perhaps think now, a solid understanding of what law is and is meant to be, will help you in your professional vocation.

2009

ANNA WHITE, LL.M. 2005 (Australia)
Gibson, Dunn & Crutcher LLP
London, UK

The year I spent at Yale was pivotal to my career. I arrived in the United States fresh from practice in Sydney, Australia. My initial intentions were to return to Australia and pursue a career in academia after graduating from the LLM program. It was Professor Deutsche’s Reading Corporate and Securities Cases

course and his dynamic unraveling of conventional corporate law theory that sparked the desire to further explore and experience the American legal system. Practice in New York seemed the most obvious (and accessible) route.

Finding a job in New York as a foreign attorney is a daunting process even with a Yale degree. A common law background, native English skills and prior practice are definite advantages. It is also a good idea to have a firm understanding of your career objectives. I wanted the option to work in the United States for an extended period of time and so recognition of my prior qualifications and treatment as a “regular” associate (as opposed to a foreign attorney) were important considerations. It is actually much easier to find a position in an U.S. law firm if you are willing to practice at a branch office in your home country after one year in New York. The H1-B visa (which allows you to work in the United States for up to six years and to have ‘dual intent’—a legal status which may become important to you later on) is expensive for firms and most are understandably hesitant to jump through the required bureaucratic hoops.

Ultimately (and luckily) I received a few offers from potential employers. I chose Paul, Weiss, Rifkind, Wharton & Garrison LLP based on the rather unscientific ‘gut feel’ test. After sitting the New York bar exam, I started as a corporate associate in 2005. Corporate associates at Paul, Weiss, are not required to specialize in particular practice areas until ready. As a result, I worked on a variety of different corporate matters ranging from private equity investments in biotechnology to oil and gas financings. Initially, I was intent on specializing in public M&A (my area of practice in Australia). To my surprise, I very quickly discovered that finance law most challenged and inspired me. The great thing about practicing in the United States is that the size of the legal market allows for fascinating niche practice areas to develop within broader specializations like finance law. I discovered film finance law whilst working on the structured financing of a slate of motion pictures. Seeing one of the deals I had worked on written up in newspapers all around the world was a defining professional moment—I realized I was passionate about practice. The remainder of my time at Paul, Weiss was spent working on a diverse range of finance projects which not only made practice more interesting but meant that I developed a broad range of skills.

After three years in New York, London called. I joined Gibson, Dunn & Crutcher LLP in London as it presented a fantastic opportunity for me to keep my practice diverse within the realm of finance law. It has been an exciting transition. Since starting with Gibson Dunn, I have traveled to Cairo to negotiate an Islamic compliant financing of a sugar factory in Yemen, inked a transaction involving the issuance of convertible bonds to a Canadian investor and worked on the proposed restructuring of a long standing client of the firm. The legal market in the U.K. is quite distinct from that in the U.S. The transactions have much more of an international flavor and London’s nexus to continental Europe and its established links with former colonies such as Australia means that many of my colleagues are from places outside the U.K. For students seeking excellent experience in one of the world’s biggest markets, London rivals New York. It is a great city and lawyers with global ambitions may find that it has more to offer.

In terms of advice for current students, first, be determined. Getting that first foot in the door in either New York or London as a foreigner is difficult but expatriate practice is so incredibly rewarding and career (and life) changing that it is well worth the effort. Second, be open to every opportunity. The career path you envisage may not reflect the road ultimately taken—this is part of the fun and you may end up in a better (albeit totally unexpected) position, place and/or legal jurisdiction! Finally, stay in touch with the Yale community. Yalies populated much of my personal and professional life in New York and continue to be a solid presence in my life in London where the alumni links are very strong. Indeed, the vast majority of my recent adventures have been the direct result of my time at Yale.

2009

ALEXANDER FRUEHMANN, LL.M. 2004 (Austria)
Wolf Theiss Rechtsanwaelte
Central and Eastern Europe, based in Vienna, Austria

After graduating from law school in Austria, I joined the Financial Services Department of Deloitte, one of the “big four” tax and consulting firms which proved to be an invaluable experience. However, after a while I started to teach corporate law part time, and realized that combining law and financial matters would make the perfect fit for me. In order to work effectively on international transactions, I decided to pursue an LLM. in the U.S.

I applied to about seven law schools across the U.S. and was flattered to have been accepted by them all. I was surprised about being accepted at YLS because I anticipated that YLS was only interested in academic backgrounds and not in someone like me who was really straight forward about my intentions to build a career in private practice. YLS exceeded all expectations in every respect—personal, quality of academics and also career wise.

I participated in the Overseas LLM Interview Program in NY and found that, especially for students from Central and Eastern Europe, law firms were mostly interested in hiring for offices in the students’ home countries or countries where they are qualified, rather than for their U.S. offices. My advice is to be realistic about where your best career chances are and where you can contribute the most to your future firm—be it by having your professional base in your home country or elsewhere.

After my graduation at YLS, I started first with a U.S. firm in Vienna and, after five years, joined Wolf Theiss, one of the largest firms in Central and Eastern Europe, with 11 offices all across CEE. At Wolf Theiss, even though I am based in Vienna (which I enjoy since I am close to friends and family), I am working with my team continuously on M&A and Real Estate Transactions in a pure cross-border way, dealing with other Wolf Theiss offices from Zagreb to Bucharest to Belgrad to Prague. More than ever before working in the CEE region offers possibilities to work in various countries while still having a home base. At Wolf Theiss, we often second associates to another office since this contributes largely to the international experience of the seconded lawyer but at the same time brings the Wolf Theiss offices closer on a personal level.

As a final comment, I recommend that you see your time at YLS for what it is—the most invaluable experience at a law school that you will ever have—and that you take advantage of all it has to offer. And the most valuable it indeed offers, is the people, your fellow students, the professors and all other members of the YLS community. The open mindedness and the quality of YLS in academic and personal respect, is, in my opinion, what will really help you in whatever way your career might lead you.
2009

SALMAN M.A. SALMAN, LL.M. 1974; J.S.D. 1977 (Sudan)
World Bank
Washington, DC

I obtained my LLB from the University of Khartoum, in Sudan in 1973, and had an LLM and JSD from Yale Law School in 1974 and 1977, respectively. I taught law at the University of Khartoum and then became a Legal Officer with the International Fund for Agricultural Development of the United Nations (IFAD) in Rome, Italy. After that I joined the World Bank in Washington DC, where I have held various positions in the Legal Department, starting with the position of Operational Lawyer for a number of countries. Currently I am a Lead Counsel and Water Law Adviser of the Bank.

The Bank undertakes operations in six regions: Africa; East Asia; South Asia; Middle East and North Africa; Europe and Central Asia; and Latin America and the Caribbean. The Legal Department has a unit for each of those Regions. More about the World Bank can be found at: www.worldbank.org. In addition to the Regional Operational Units, there are also the Advisory Units, consisting of Environment and International Law; Private Sector and Finance; and Legal and Judicial Reform. The work of those Units is to help the Operational Units with advice and guidance on any legal issues related to the specific Advisory Unit's mandate. Work in my Unit (Environment and International Law) involves various issues related to natural resources and international law. The Unit gives advice on environmental issues, including international environmental law as well as national legislation. We also work on natural resources issues including land law, fisheries law, forest law, mining law, and water law. Moreover, we give advice on various international law issues that are of relevance to the Bank work.

As a member of the Environment and International Law Unit, I work specifically as the Bank adviser on water law. I handle a vast array of issues including giving advice on water legislation, water institutions, water environmental issues, international water treaties and conventions, international water disputes, dam safety legislation, as well as water resources projects, particularly the application and interpretation of the World Bank Policy for Projects on International Waterways.

The Legal Department also includes two other units working on finance and co-financing. The first one handles the legal work regarding the World Bank borrowing from the international money market and the investment portfolio. The co-financing unit handles the legal aspects of joint operational and financial work with other lenders, as well as of managing trust funds placed with the Bank by other governments and donors. A unit of in-house counsel for the Bank handles the personnel and administrative matters as well as the relationship between management and the Executive Board.

The work in the Legal Department of the World Bank is very diversified, interesting and challenging. The Legal Department currently has about 130 lawyers from over 80 countries, representing all the legal systems of the world, as well as most leading law schools. Entry to the Legal Department requires a minimum of an LLM in a relevant discipline such as international finance law, international law, development law, and some related experience. A second language such as French, Spanish or Arabic is usually quite helpful (and may actually be a requirement for certain positions).

Entry to the Legal Department is typically through the Legal Associates Program. The Program was launched in 2004 and is designed to introduce talented young legal professionals from all over the world to the World Bank. The Legal Associates who are invited to participate in the program will initially be with the Legal Vice Presidency for a two-year term. Those who perform exceptionally well and successfully compete in the normal selection procedures, may have the opportunity to remain as staff on a long-term basis. Accordingly, the program hopes to contribute to the gradual renewal of the legal talent of the Vice Presidency.

The Legal Associates will rotate through the various Practice Groups in order to gain exposure to the various areas of the World Bank's legal practice and to develop country expertise and World Bank specific lawyer skills. They will work with senior lawyers and under the general supervision of the relevant Chief Counsel. Their duties include legal research, comparative legal analysis, drafting of legal documents and legal support of ongoing projects. Consistent with business needs, each Legal Associate is expected to work with as broad as possible a range of internal and external counterparts as well as colleagues across the Legal Vice Presidency. Assignments for each Legal Associate will be coordinated by the relevant Chief Counsel.

The Legal Associates Program recruits through a highly selective and competitive process. Applicants should have obtained an LL.M. degree. More about this program can be found at: www.worldbank.org by selecting Topics, Law and Development and Legal Associates Program.
2009

EDWARD KWAKWA, LL.M., J.S.D. 1990 (Ghana)
World Intellectual Property Organization (WIPO)
Geneva, Switzerland

I obtained my LLB (first law degree) from the University of Ghana in 1984, obtained an LLM from Queen's University in Canada in 1986, and another LLM and a JSD from Yale in 1990.

From 1990 to 1993, I worked in the Washington, DC office of O'Melveny & Myers as an associate, practicing mostly international trade and corporate law. From 1993 to 1994, I took a leave of absence from O'Melveny & Myers to serve as International Legal Adviser to the Commission on Global Governance, based in Geneva. In 1994, I joined the Office of the United Nations High Commissioner for Refugees (UNHCR) in Geneva as Senior Legal Adviser, and in 1996, I worked at the World Trade Organization (WTO) in Geneva as a Legal Affairs Officer. Since December 1996, I have worked with the World Intellectual Property Organization (WIPO) in Geneva, first as assistant legal counsel, then deputy legal counsel and later as acting legal counsel, and since October 2004, as legal counsel to the organization.

My three years at O'Melveny were not planned ahead of time. To be sure, my plan had been to go into academia straight after the JSD. In my final year of the JSD, however, I was enticed by the prospect of a huge salary and on-the-job training at a prestigious law firm. I decided to sign up for the on-campus interviews at Yale, and that was how I managed to get an offer to join the Washington, DC office of O'Melveny & Myers.

When I decided to work in a law firm for a few years, I also decided that it would be an advantage to be admitted to the practice of law in the United States. My decision to take the Connecticut Bar was based on the fact that I was resident there, and had not yet decided the state in which I wished to practice. I did not have to take a separate exam for the DC Bar after I accepted O'Melveny's offer. I simply applied to get a waiver to the DC Bar on the strength of my multistate scores.

Studying for the bar exam was not an easy venture. In my case, it was extra difficult because I had only taken international law courses while studying for the LLM. As is well known, the bar exams cover only subjects on the domestic legal system of the United States, none of which I had taken at Yale. For students who plan to be admitted to the bar in the United States, I would recommend that they take some of the basic courses, in particular, civil procedure and constitutional law. Contracts and criminal law may not be as crucial, as the fundamentals are the same in any common law system.

My work at O'Melveny was in international trade and corporate law, both of which I found interesting. The experience in a law firm came in handy when I switched jobs later. In particular, the law firm practice gave me a certain degree of discipline that would have been harder to inculcate if I had joined an international organization straight out of law school.

Students seeking positions with U.S. employers might want to consider certain types of activity during the LLM and/or JSD. For example, it was a great help to me that I took time off during my summer months at Yale to do internships at the Lawyers' Committee for Civil Rights Under Law (where I worked with the Southern Africa Project), the law firm of Duncan, Allen & Talmage (where I did mostly international trade work), and a semester of teaching International Economic Law at the University of Denver College

of Law. These three jobs gave me an edge in applying for jobs in law firms, and may have provided me with a similar advantage if I had applied then for public interest or teaching positions.

For those LLM students interested in academia, I think it is indispensable that they publish law review articles during the program. While at Yale, I made sure to elect a paper option whenever possible, and I frequently finalized those papers and submitted them for publication. I believe this gave me an advantage over my colleagues who did not have any publications when we graduated.

2009

B. Law Firm Recruiting Director Narratives

ELIZABETH KRAMER

Attorney Recruiting Administrator

Cleary Gottlieb Steen & Hamilton LLP

New York, NY

Cleary Gottlieb Steen & Hamilton hires LLM candidates from select law schools each year. Lawyers qualified to practice in Latin America, Japan and Korea fulfill a specific need of the firm and its clients and are recruited to join the New York office's one-year International Lawyer Program. In addition, European and Chinese-trained LLM candidates are recruited for our European or Asian offices as full-time associates. Some of these candidates may be offered the opportunity to begin their careers in the New York office for a period of three to six months.

The firm seeks LLM candidates who display academic excellence, have a solid command of the English language, and are trained in the jurisdictions in which we practice. Because our hiring decisions reflect the needs of the firm and its clients, the candidate's country of origin is extremely important in the hiring decision.

Applicants must present a resume and transcripts from both their home jurisdiction and LLM studies, as they become available. Resumes submitted to the firm should be presented in English and include academic history, honors and publications. Candidates are encouraged to apply to the firm's annual In-House Job Fair in October, and the Overseas-Trained LLM Student Job Fairs hosted by Columbia Law School and New York University School of Law, both in New York City in January. The firm typically makes decisions regarding LLM candidates in the first quarter of the calendar year.

Candidates selected to interview should come to the interview with defined goals and expectations. Candidates should be well-informed about the firm and the office(s) to which they are applying, and should expect to discuss their previous experience, education and publications.

Further information about the firm and its various offices can be found on our website, www.cgsh.com.
2009

SHARON L. CRANE

Director of Legal Recruiting

Davis Polk & Wardwell

New York, NY

Davis Polk & Wardwell is an international law firm with over 700 lawyers in our three U.S. (New York, Menlo Park and Washington, DC) and six non-U.S. (London, Paris, Madrid, Tokyo, Beijing and Hong Kong) offices. Our clients, and the matters on which we work, require us to hire lawyers with foreign language skills and familiarity with execution of business transactions outside of the United States. We

have a diverse group of lawyers from nearly 50 countries, who collectively speak more than 45 different languages. To attract the best lawyers with a diversity of backgrounds and experiences, we often participate in international job fairs from time to time and accept unsolicited resumes from LLM students.

In hiring LLM students, we seek individuals with a demonstrated record of academic achievement and relevant language skills. We are also interested in students who have exhibited leadership qualities in their careers. Successful candidates have a clear sense of their professional goals (i.e. where they want to work and in what practice area) and specific knowledge of the firm.

Interested LLM students may request an interview with us at any LLM job fair in which we participate or submit a cover letter, resume and transcript to our recruiting department. The cover letter should be concise and clearly state the position for which the candidate is applying (including information on desired office location and practice area, if known and applicable) and a brief explanation of strengths and skills relevant for the position that are not already apparent on the resume. Resumes should be one page in length and include the candidate's academic background (schools attended and degrees earned), professional experience (positions held at previous employers and dates of employment) and interests/abilities (activities and language fluency).

Individuals with LLM degrees who are hired by our firm work primarily on international corporate matters either in our New York office or in one of our overseas offices.

Hiring LLM students helps us to achieve our goals of hiring the best and brightest lawyers and fostering a diverse work environment for the benefit of our clients, the firm and its individual lawyers.

2009

JENNIFER YOUNG
Attorney Recruiting & Development Manager
Shearman & Sterling
New York, NY

Shearman & Sterling has offered its high quality and successful International Associate Program (IAP) for over 30 years. Each year, through the IAP, the firm invites lawyers from all over the world to work in the firm's office in New York.

The IAP allows lawyers, who are qualified to practice in a jurisdiction outside of the United States where we maintain an office, to work in our New York office prior to joining Shearman & Sterling as full time associates in their home jurisdiction in which they are qualified to practice. The IAP is designed to provide non-U.S. lawyers with a meaningful training in substantive areas of U.S. law, as well as with significant transactional experience within a large multinational law practice during their stay in the firm's New York office.

The ideal candidate for an international associate position has completed, with academic distinction, both a law degree in his or her home country and an LL.M. program in a U.S. law school, and is interested in full-time employment in our office in his or her home jurisdiction following the completion of the IAP. Fluency in both spoken and written English is essential.

Shearman & Sterling also offers non-U.S. law students from jurisdictions in which the firm has an office a position as an international trainee for a period of approximately three months. A strong academic record and fluent English language ability is required, and international trainees are expected to subsequently return to their home jurisdiction to finish their legal education prior to joining one of the firm's non-U.S. offices as a full-time associate.

For additional information regarding the eligibility of German qualified trainees (Referendare), please visit the *German Office Recruiting Page*. Those students who are planning to undertake a U.K. Trainee Solicitor Training Contract and who are interested in the international program at Shearman & Sterling should visit the *U.K. Recruiting Page* for further information on eligibility and the application process.

Furthermore, Shearman & Sterling offers distinguished lawyers at major clients or law firms in strategically important jurisdictions opportunities to serve as visiting attorneys or visiting trainees.

The IAP draws a large number of applicants from all over the world, and the admissions process is highly selective.

The IAP is chaired and coordinated internationally by Esther Jansen, a partner in the firm's Frankfurt office, and Lona Nallengara, a partner in the firm's New York office.

If you have any questions about the firm's IAP, in particular regarding eligibility, available positions or related administrative matters (e.g. visa requirements), please contact Jennifer Young, Attorney Recruiting & Development Manager, at jennifer.young@shearman.com. If you are interested in submitting an application for the IAP, please email a brief cover letter along with a copy of your current resume, LLM and law school transcripts to Jennifer Young at the email address mentioned above. Additionally, we participate in annual job fairs under the sponsorship of New York University Law School and Columbia University Law School in January of each year and also conduct interviews by invitation at the firm's New York office throughout the year.

2009

Appendix A

Employment Eligibility Information

Employment of Non-Citizens

CONSIDERATIONS

Only United States citizens and nationals may be appointed in the competitive civil service; however, Federal agencies may employ certain non-citizens who meet specific employability requirements in the excepted service or the Senior Executive Service. Several factors determine whether a Federal agency may employ a non-citizen. They are: Executive Order 11935 requiring citizenship in the competitive civil service, the annual appropriations act ban on paying aliens from many countries, and the immigration law ban on employing aliens unless they are lawfully admitted for permanent residence or otherwise authorized to be employed.

EXECUTIVE ORDER 11935 ON THE COMPETITIVE CIVIL SERVICE

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for, and be appointed to, competitive service jobs. With Office of Personnel Management approval, agencies are permitted to hire non-citizens when there are no qualified citizens available. A non-citizen hired in the absence of qualified citizens may only be given an excepted appointment, and does not acquire competitive civil service status. He or she may not be promoted or reassigned to another position in the competitive service, except in situations where a qualified citizen is not available. The non-citizen may be hired only if permitted by the appropriations act and the immigration law.

EXCEPTED SERVICE AND SENIOR EXECUTIVE SERVICE

Some Federal agencies (among them the United States Postal Service, the Tennessee Valley Authority and the Federal Bureau of Investigation), and some types of positions (for example, lawyers and chaplains) are exempt from competitive civil service hiring requirements. (Federal Employment Fact sheet number 6, EI-6, addresses the topic of "Excepted Service Employment.") An agency may hire a qualified non-citizen in the excepted service or Senior Executive Service, if it is permitted to do so by the annual appropriations act and the immigration law and the agency's specific laws and internal policies.

Many agencies have executive level positions in the Senior Executive Service.

APPROPRIATIONS ACT RESTRICTIONS

Congress prohibits the use of appropriated funds to employ non-citizens within the United States. Certain groups of non-citizens are not included in this ban. They are:

- Persons who owe permanent allegiance to the United States (for example, natives of American Samoa and Swains Island).
- Aliens from Cuba, Poland, South Vietnam, countries of the former Soviet Union, or the Baltic countries (Estonia, Latvia, and Lithuania) lawfully admitted to the United States for permanent residence.



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- South Vietnamese, Cambodian or Laotian refugees paroled into the United States after January 1, 1975.
- Nationals of the People's Republic of China who qualify for adjustment of status pursuant to the Chinese Student Protection Act of 1992.
- Citizens of Ireland, Israel, or the Republic of the Philippines.
- Nationals of countries currently allied with the United States in a defense effort, (as determined by the Office of the Assistant Legal Adviser for Treaty Affairs, Department of State).
- International broadcasters employed by the U.S. Information Agency.
- Translators employed temporarily.
- People employed up to 60 days on an emergency basis in the field service.

Also, some agencies are exempt from these restrictions.

Although the above groups are not prohibited from being paid from agency appropriated funds, group members are still subject to the requirements of Executive Order 11935 listed above and to the immigration law as summarized below.

IMMIGRATION LAW REQUIREMENTS ON EMPLOYING CITIZENS AND ALIENS

For any work to be performed in the United States, immigration law requires private and public employers to hire only individuals who are eligible to be employed. Those individuals are:

- A citizen (either by birth or naturalization) or national of the United States,
- An alien assigned by the U.S. Citizenship and Immigration Services (CIS), Department of Homeland Security, to a class of immigrants authorized to be employed (aliens who are lawfully admitted for permanent residence by INS are the largest class of aliens in this category), or
- An individual alien who is expressly authorized by CIS to be employed.

Questions about an individual's citizenship, nationality, immigration status, and eligibility for employment under the immigration law, should be directed to the local CIS office.

Although an alien may be authorized to work under the immigration laws, he or she is still subject to the requirements of Executive Order 11935 and appropriations act restrictions as stated above.



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EMPLOYMENT INQUIRIES

A non-citizen should contact the agency in which he or she is interested, concerning questions of employment eligibility.

Additional information about citizenship in Federal employment is on the U.S. Office of Personnel Management Web site at www.opm.gov. Click on the Subject Index Tab, then "Citizenship, Requirements for Employment."



United States Office of Personnel Management





F-1 Optional Practical Training Request Form

Part I (To Be Completed by Student)

Name: _____

School: _____

Expected date of completion of study: ____/____/____
MM DD YYYY

Permanent email address: _____

I am requesting the following dates for OPT and understand that these dates cannot be changed once the OPT application has been submitted to USCIS. (See FAQ for explanation of dates)

OPT Start Date: _____

OPT End date: _____

Please describe the type of employment you will be seeking: _____

Please list any previously authorized periods of OPT: _____

Please circle one: FULL TIME or PART TIME

GRADUATING STUDENTS:

I understand that I must report the following information online to the DSO in the Office of International Students and Scholars within 10 days of any change at <http://www.oiss.yale.edu/sevis/optupdate.asp>:

- Legal name
- Residential or mailing address
- Employer name and start date
- Employer address, and/or
- Loss of employment
- Change of status
- Transfer to another F-1 institution

I understand that I may not accrue more than 90 days of unemployment, during the period granted immediately following graduation. The 90 days of unemployment accountability begins on the effective date of my OPT.

ALL STUDENTS:

Student's Signature

Date

Phone Number

Part II (To Be Completed by the Student's Academic Adviser or Dean)

US immigration regulations require that Optional Practical Training be used by students for employment related to the student's field of study. Please complete part II of this form and return the completed form to the student. Any questions can be directed to the Office of International Students and Scholars. Thank you for your assistance.

Academic Adviser's Name: _____

Department: _____

Type of Degree Expected: _____

Major or Field of Study: _____

When will this student complete his or her studies at Yale? ____/____/____
MM DD YYYY

This date represents (please check one)

_____ Masters/PhD defense date

_____ Submission of dissertation/thesis

_____ Graduation/Conferral of Degree date

_____ Other (please explain): _____

An international student must be registered as a full time student every semester to maintain legal F-1 status.

To the best of your knowledge, is the proposed employment noted above related to the student's field of study and appropriate to the student's educational level? (Please circle one) YES or NO

Adviser's Signature

Date

Phone Number

Office of International Students and Scholars - Yale University

421 Temple Street, New Haven, CT 06511 ☀ Phone: 203-432-2305 ☀ Fax: 203-432-7166 ☀ oiss@yale.edu

Revised 1/9/2009

**I-765, Application For
Employment Authorization**

Department of Homeland Security
U.S. Citizenship and Immigration Services

Do not write in this block.

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		
<input type="checkbox"/> Application Approved. Employment Authorized / Extended (<i>Circle One</i>) until _____ (Date). _____ (Date). Subject to the following conditions: _____ Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		

I am applying for: Permission to accept employment.
 Replacement (*of lost employment authorization document*)
 Renewal of my permission to accept employment (*attach previous employment authorization document*).

1. Name (Family Name in CAPS) (First)	(Middle)	Which USCIS Office?	Date(s)
2. Other Names Used (Include Maiden Name)		Results (Granted or Denied - attach all documentation)	
3. Address in the United States (Number and Street)	(Apt. Number)	12. Date of Last Entry into the U.S. (mm/dd/yyyy)	
(Town or City)	(State/Country)	(ZIP Code)	13. Place of Last Entry into the U.S.
4. Country of Citizenship/Nationality		14. Manner of Last Entry (Visitor, Student, etc.)	
5. Place of Birth (Town or City)	(State/Province)	(Country)	15. Current Immigration Status (Visitor, Student, etc.)
6. Date of Birth (mm/dd/yyyy)	7. Gender	16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(iii), etc.).	
	<input type="checkbox"/> Male <input type="checkbox"/> Female	Eligibility under 8 CFR 274a.12 () () ()	
8. Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single	17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.	
	<input type="checkbox"/> Widowed <input type="checkbox"/> Divorced	Degree: _____	
9. Social Security Number (Include all numbers you have ever used) (if any)		Employer's Name as listed in E-Verify: _____	
10. Alien Registration Number (A-Number) or I-94 Number (if any)		Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number _____	
11. Have you ever before applied for employment authorization from USCIS?	<input type="checkbox"/> Yes (If yes, complete below)	<input type="checkbox"/> No	

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in **Part 2** and have identified the appropriate eligibility category in **Block 16**.

Signature _____ Telephone Number _____ Date _____

Signature of person preparing form, if other than above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name _____ Address _____ Signature _____ Date _____

Remarks	Initial Receipt	Resubmitted	Relocated			Completed		
			Rec'd	Sent	Approved	Denied	Returned	



Appendix B

Comprehensive Guide to Bar Admission Requirements 2009

Chart X – Foreign Law School Graduates

CHART X: FOREIGN LAW SCHOOL GRADUATES

STATE OR JURISDICTION	ARE GRADUATES OF FOREIGN LAW SCHOOLS ELIGIBLE FOR ADMISSION IN YOUR JURISDICTION?		IF GRADUATES OF FOREIGN LAW SCHOOLS ARE ELIGIBLE TO TAKE THE BAR EXAMINATION UNDER THE RULES IN YOUR JURISDICTION, ARE ANY OF THE FOLLOWING REQUIRED?					IF GRADUATES OF FOREIGN LAW SCHOOLS ARE ELIGIBLE FOR ADMISSION WITHOUT EXAMINATION UNDER THE RULES IN YOUR JURISDICTION, WHICH OF THE FOLLOWING ARE ALSO REQUIRED?			DOES YOUR JURISDICTION RECOGNIZE WITH REGULARITY THE SUFFICIENCY OF A LEGAL EDUCATION RECEIVED AT ANY PARTICULAR FOREIGN LAW SCHOOL?		IF A FOREIGN LAW SCHOOL GRADUATE OBTAINS AN LL.M. OR OTHER GRADUATE LAW DEGREE FROM AN ABA-APPROVED SCHOOL, IS THE GRADUATE THEN ELIGIBLE TO TAKE THE BAR EXAM?	
	Yes	No	LEGALLY EDUCATED IN ENGLISH IN COMMON LAW	ADDITIONAL EDUCATION AT AN ABA-APPROVED LAW SCHOOL	HAVE PRACTICED LAW IN HOME JURISDICTION	A DETERMINATION OF EDUCATIONAL EQUIVALENCY	ADMISSION IN ANOTHER U.S. JURISDICTION	ADMISSION IN ANOTHER U.S. JURISDICTION	A DETERMINATION OF EDUCATIONAL EQUIVALENCY	LEGALLY EDUCATED IN ENGLISH COMMON LAW	Yes	No	Yes	No
	Alabama	X		X	X	X	X	X				X		X
Alaska	X		X	X		X	X					X		X
Arizona		X										X		X
Arkansas		X										X		X
California	X			X	X	X	X					X	X	
Colorado	X		X		X							X		X
Connecticut		X										X		X
Delaware		X										X		X
Dist. of Columbia	X			X				X				X		X
Florida		X										X		X
Georgia		X										X		X
Hawaii	X		X		X							X		X
Idaho		X										X		X
Illinois	X				X	X						X		X
Indiana		X										X		X
Iowa		X										X		X
Kansas		X										X		X
Kentucky	X						X					X		X
Louisiana	X						X					X		X
Maine	X				X	X						X		X
Maryland	X						X					X		X
Massachusetts	X		X	X		X			X	X	X			X
Michigan		X										X		X
Minnesota		X										X		X
Mississippi		X										X		X
Missouri	X			X	X		X					X		X
Montana		X										X		X
Nebraska		X										X		X
Nevada	X		X		X	X						X		X
New Hampshire	X		X		X	X		X	X	X		X	X	
New Jersey		X										X		X
New Mexico	X						X					X		X
New York	X			X		X					X		X	

CHART X: FOREIGN LAW SCHOOL GRADUATES (CONTINUED)

STATE OR JURISDICTION	ARE GRADUATES OF FOREIGN LAW SCHOOLS ELIGIBLE FOR ADMISSION IN YOUR JURISDICTION?		IF GRADUATES OF FOREIGN LAW SCHOOLS ARE ELIGIBLE TO TAKE THE BAR EXAMINATION UNDER THE RULES IN YOUR JURISDICTION, ARE ANY OF THE FOLLOWING REQUIRED?					IF GRADUATES OF FOREIGN LAW SCHOOLS ARE ELIGIBLE FOR ADMISSION WITHOUT EXAMINATION UNDER THE RULES IN YOUR JURISDICTION, WHICH OF THE FOLLOWING ARE ALSO REQUIRED?			DOES YOUR JURISDICTION RECOGNIZE WITH REGULARITY THE SUFFICIENCY OF A LEGAL EDUCATION RECEIVED AT ANY PARTICULAR FOREIGN LAW SCHOOL?		IF A FOREIGN LAW SCHOOL GRADUATE OBTAINS AN LL.M. OR OTHER GRADUATE LAW DEGREE FROM AN ABA-APPROVED SCHOOL, IS THE GRADUATE THEN ELIGIBLE TO TAKE THE BAR EXAM?	
	Yes	No	LEGALLY EDUCATED IN ENGLISH IN COMMON LAW	ADDITIONAL EDUCATION AT AN ABA-APPROVED LAW SCHOOL	HAVE PRACTICED LAW IN HOME JURISDICTION	A DETERMINATION OF EDUCATIONAL EQUIVALENCY	ADMISSION IN ANOTHER U.S. JURISDICTION	ADMISSION IN ANOTHER U.S. JURISDICTION	A DETERMINATION OF EDUCATIONAL EQUIVALENCY	LEGALLY EDUCATED IN ENGLISH COMMON LAW	Yes	No	Yes	No
	North Carolina	X			X								X	X
North Dakota		X										X		X
Ohio	X					X		X	X			X		X
Oklahoma		X										X		X
Oregon	X		X			X						X		X
Pennsylvania	X			X	X							X		X
Rhode Island	X			X		X						X		X
South Carolina		X										X		X
South Dakota		X										X		X
Tennessee	X					X						X		X
Texas	X			X	X	X						X		X
Utah	X		X	X	X							X		X
Vermont	X		X		X	X		X	X			X		X
Virginia	X			X		X						X	X	
Washington	X		X		X		X					X		X
West Virginia	X		X	X		X						X		X
Wisconsin	X							X				X		X
Wyoming		X										X		X
Guam		X										X		X
Northern Mariana Islands		X										X		X
Palau	X											X	X	
Puerto Rico	X			X								X		X
Virgin Islands		X										X		X

See supplemental remarks.

CHART X: FOREIGN LAW SCHOOL GRADUATES (SUPPLEMENTAL REMARKS)

If graduates of foreign law schools are eligible to take the bar examination under the rules in your jurisdiction, are other elements required?

Alaska A graduate of a foreign law school in which the principles of English law are taught may be eligible to take the bar exam if he or she submits proof that 1) the law school from which he/she graduated meets the ABA's standards for approval; and 2) he/she has successfully completed 1 year at an ABA-approved law school, including successful completion of 1 course in U.S. Constitutional Law and 1 course in U.S. Civil Procedure, or is a member in good standing of the bar of 1 or more states, territories, or the District of Columbia and was admitted to the bar of that state, territory, or the District of Columbia after written examination.

California Foreign law school graduates must request individual evaluation to determine legal education equivalency. Graduates from foreign law schools may qualify to take the California bar exam if they complete an additional 1 year of law study at an ABA-approved or California-accredited law school which includes a certain number of credits in bar examination subject matter. Foreign-educated law students who did not graduate are not eligible to take the exam and are required to either graduate with a J.D. degree at an ABA-approved or California-accredited law school or complete 4 years of law study at a law school registered in California and pass the First-Year Law Students' Exam. Foreign law school graduates who are admitted to practice in any jurisdiction do not have to complete any additional law study to qualify to take the bar exam.

Colorado Must have practiced actively and substantially for 5 of the previous 7 years in jurisdiction where admitted.

Connecticut An applicant who otherwise does not meet the educational requirements may be eligible to sit for the exam if he/she meets certain conditions. Conditions include admission before the highest court of original jurisdiction in a U.S. state, the District of Columbia, the Commonwealth of Puerto Rico, or a U.S. District Court for 10 or more years, good standing in such jurisdiction, active practice of law in that jurisdiction for 5 of the last 7 years, and an intention to actively practice law in Connecticut and to devote a majority of his/her work to such practice.

District of Columbia Applicant may be permitted to take bar examination upon successful completion of 26 semester hours of study at an ABA-approved law school; semester hours must be in subjects covered in the bar examination. All such 26 semester hours shall be earned in courses of study, each of which is substantially concentrated on a single tested subject.

Hawaii Applicant must be admitted to practice and be in good standing before the highest court in foreign country where English common law is the basis of jurisprudence and where English is the language of instruction and practice in the courts, and must have actively practiced for 5 of the past 6 years prior to filing the application for admission by examination.

Illinois Graduates of foreign law schools who are licensed and in good standing in country conferring law degree or in a U.S. jurisdiction, who have actively and continuously practiced under such license(s) for 5 of the 7 preceding years, and the quality of whose legal and other education has been determined acceptable by the Board may apply to take bar exam.

Iowa The Supreme Court has allowed foreign law school graduates to present their academic records to one of our ABA-accredited law schools for an evaluation. The law school prepares a proposed course of study, which would render the applicant educationally qualified to take the bar examination. If the court approves the course of study and the applicant successfully completes it, the applicant can sit for the bar exam if otherwise qualified. The process is not contained in a court rule.

Kentucky An attorney who is a graduate of a foreign law school can apply for an education evaluation to determine if applicant's legal education is substantially equivalent to the Kentucky law school education. If the law school is approved, the applicant may sit for the bar exam if he/she has been actively and substantially engaged in the practice of law for 3 of the last 5 years.

Maine Must satisfy requirements of Regulation for Determining Equivalency of Foreign Legal Education and have practiced for 3 years in the jurisdiction where licensed.

Maryland A foreign-educated law school graduate or attorney must first be admitted by exam in another U.S. jurisdiction to qualify to take the bar examination.

Massachusetts A graduate with an LL.B. from a foreign law school may be permitted to sit for the bar exam after taking further legal studies designated by the Board. Foreign law school graduates must obtain a determination of their educational equivalency from the Board prior to making application.

New Hampshire Graduate must be legally trained in common law and a determination of educational equivalency is required. Graduate must be a member in good standing in home jurisdiction. In addition, one of the following requirements must also be met: additional education at an ABA-approved law school or admission in another U.S. jurisdiction.

CHART X: FOREIGN LAW SCHOOL GRADUATES (SUPPLEMENTAL REMARKS, CONTINUED)

New Mexico Applicant may take exam if he/she is licensed in another state within the United States and has practiced there 4 of 6 years prior to application.

New York Applicant must complete period of law study equivalent in duration and substance to that specified in New York rules in law school recognized by competent accrediting agency of the government of such foreign country. All applicants must have their transcripts evaluated by the Board of Law Examiners to determine if further study, in the form of a 20-credit program at an approved law school in the U.S., including basic courses in American law, is required.

North Carolina Effective August 1, 1995, all law schools must be ABA-approved. As of January 1996, an applicant who was educationally eligible prior to August 1, 1995, remains so. Effective August 1, 2005, an LL.M. degree will not make one educationally eligible to take the North Carolina bar exam.

Ohio If an applicant's legal education was not received in the United States, the education must be evaluated and approved by the Supreme Court as equivalent to ABA-approved law school education. The registration application may not be processed until the education is approved by the Supreme Court.

Oregon Applicant must be admitted to practice in a country where common law of England is the basis of its jurisprudence, and where requirements for admission to the bar are substantially equivalent to those of Oregon, and applicant must be a graduate of a law school determined by an Oregon equivalency panel to be equivalent to an ABA-approved law school.

Pennsylvania Applicant must have completed law study in a foreign law school, have been admitted and in good standing at the bar of a foreign jurisdiction, and have practiced in the jurisdiction for 5 out of the last 8 years. Applicant must also complete 30 credit hours taken in specified subjects at an ABA-approved law school.

Rhode Island Additional education at an ABA-approved law school may be required. Also, a foreign law school must be approved by a dean of an ABA-approved law school certifying that foreign degree is equivalent to that of an ABA-approved law school.

Tennessee Applicant must prove undergraduate and law school education are equivalent of that required by Tennessee rules.

Texas A graduate of a foreign non-correspondence law school accredited by its jurisdiction can take the exam if he/she holds a valid law license issued by that jurisdiction provided: he/she has 5 out of

last 7 years of lawful practice in the foreign nation or elsewhere and either demonstrates that the law of the foreign nation or elsewhere is comparable to that of Texas or holds an LL.M. from an ABA-approved law school; or he/she has 3 out of last 5 years of lawful practice in the foreign nation or elsewhere, demonstrates that the law of the foreign nation is comparable to that of Texas, and holds an LL.M. from an ABA-approved law school. In all events, the applicant must demonstrate that he/she holds the equivalent of a J.D. If licensed by another U.S. jurisdiction refer to Chart III.

Utah A foreign lawyer with a law degree from an English common-law jurisdiction may sit for the bar exam after practicing law for 2 years in a common-law jurisdiction and completing 24 semester hours at an ABA-approved law school.

Vermont If applicant has been admitted to practice before highest court of a foreign country which is a common-law jurisdiction, Board may allow credit for such study as it deems proper, and applicant must pursue the study of law in Vermont for at least 2 years immediately preceding examination under the supervision of an attorney who has practiced at least 3 years in Vermont.

Virginia Applicant for examination who has received a portion of legal education in a foreign law school and has received a degree other than J.D. or LL.B. from ABA-approved law school must prove by certificate from the dean of an ABA-approved law school in Virginia that the foreign legal education together with the degree from the ABA-approved law school is equivalent to that required for an LL.B. or J.D. at such dean's law school.

Washington A foreign law school applicant who has been admitted to practice by examination in any jurisdiction where the common law of England is the basis of its jurisprudence and who has actively practiced law for at least 3 of the 5 years immediately preceding the filing of the application or participates in the law clerk program may qualify to take the bar exam.

West Virginia If applicant is a law school graduate from a foreign country where the common law of England exists as the basis of its jurisprudence; the educational requirements for admission in said country are substantially the same as in West Virginia; and applicant has successfully completed 30 credit hours of basic courses at an ABA-approved law school.

Puerto Rico Applicant must validate his or her studies, and obtain a law degree from an ABA-approved law school or a law school approved by the Supreme Court.

CHART X: FOREIGN LAW SCHOOL GRADUATES (SUPPLEMENTAL REMARKS, CONTINUED)

If graduates of foreign law schools are eligible for admission without examination under the rules in your jurisdiction, which additional requirements also apply?

District of Columbia The applicant has been a member in good standing for 5 years of a court of general jurisdiction of any U.S. state or territory.

Massachusetts The Board may, in its discretion, excuse applicants possessing LL.B. degrees from law schools in foreign countries, providing they have met the following requirements: a) provided verification from the foreign court of having been admitted and in good standing in the foreign country for at least 5 years, b) obtained prior Board approval of their educational equivalency and work history, c) provided proof that their principal residence is in Massachusetts, d) passed the MPRE, and e) satisfied the Board as to their good moral character and fitness.

New Hampshire Foreign law graduates are only eligible for admission without examination if they meet other requirements for reciprocal admission for lawyers licensed in other states.

Ohio If an applicant's legal education was not received in the United States, the education must be evaluated and approved by the Supreme Court. The application for admission without examination may not be processed until the education is approved.

Vermont If the law school is approved by Court, each request is reviewed individually first by the Board.

Wisconsin If eligible for admission on proof of practice elsewhere, having first been admitted to a reciprocal U.S. jurisdiction.

Does your jurisdiction recognize with regularity the sufficiency of a legal education received at any particular foreign law school?

Massachusetts Canadian Law Schools: University of Alberta; University of British Columbia; University of Calgary; Dalhousie University; University of Manitoba; McGill University; University of New Brunswick; University of Ottawa; Queen's University; University of Toronto; University of Victoria; University of Western Ontario; University of Windsor; York University (Osgood Hall Law School); University of Saskatchewan.

New York Graduates of 3-year programs at Oxford, Cambridge, or University of London (internal program) may be admitted to the bar exam.

If a foreign law school graduate obtains an LL.M. or other graduate law degree from an ABA-approved law school, is the applicant then eligible to take the bar examination?

California Applicant must have graduated and be eligible to take the admission exam in his/her foreign country and obtain an additional year of law study in certain courses at an ABA-approved or California-accredited law school in order to qualify to take the California Bar Exam.

Kentucky Applicant must still submit to education evaluation but additional degree has bearing on Board decision.

Maine Applicant's total education must be found to be substantially equivalent.

Massachusetts Not automatically, but depends on content (course of study) as well as other facts.

New Hampshire Not automatically. Applicant must meet other requirements for foreign law school graduates.

New York In most cases, but there are other factors as well.

Tennessee Applicant's total education must be found to be substantially equivalent.

Texas A graduate of a foreign non-correspondence law school accredited by its jurisdiction can take the exam if he/she holds a valid law license issued by that jurisdiction provided: he/she has 5 out of last 7 years of lawful practice in the foreign nation or elsewhere and either demonstrates that the law of the foreign nation is comparable to that of Texas or holds an LL.M. from an ABA-approved law school; or he/she has 3 out of last 5 years of lawful practice in the foreign nation or elsewhere, demonstrates that the law of the foreign nation is comparable to that of Texas, and holds an LL.M. from an ABA-approved law school. In all events, the applicant must demonstrate that he/she holds the equivalent of a J.D.

Virginia Applicant for examination who has received a portion of legal education in a foreign law school and has received a degree from an ABA-approved law school other than an LL.B. or J.D. must furnish proof by certificate from the dean of an ABA-approved law school in Virginia that the foreign legal education together with the approved law school degree is equivalent to that required for an LL.B. or J.D. in such dean's law school.

Palau A graduate of a foreign law school accredited in that country is eligible with or without a graduate law degree from an ABA-approved law school.

Appendix C

LLMs and the NY Bar Exam Brochure

Request for Evaluation Form

Sample Cover Letter for Request

LLMs and the NY Bar Exam

Every year YLS has a few LLM students who decide to become licensed to practice law in the State of New York. These students typically take the NY Bar Exam for one of two reasons: either they have or hope to obtain a position with a New York legal employer or they believe that the credential will generally assist them in their future career endeavors. Not all New York employers will require that LLMs have the bar – for example, employers offering short-term internships do not typically require the bar admission. So before jumping into this process, be sure you have a clear understanding of whether this is a credential that you truly need.

Overview of the Exam

The New York bar exam is offered two times each year, in July and February and is given over a two-day period. It is always offered on the last Tuesday and Wednesday of those months. The first day of the exam consists of five essay questions, 50 multiple-choice questions, and one Multistate Performance Test (MPT) question. The second day is the Multistate Bar Exam (MBE), a six-hour, 200-question multiple choice exam covering contracts, torts, constitutional law, criminal law, evidence, and real property. Visit www.nybarexam.org/TheBar/TheBar.htm for a complete description of the bar exam and testing process.

Step 1: Determine your Eligibility

When you arrive at the law school in September, take the time to determine whether you qualify to sit for the NY State Bar by visiting the Board of Law Examiners website (www.nybarexam.org) and clicking the links to “foreign legal education” and “Court Rules –Sect. 520”. In summary, according to Section 520.6 of the Rules of the New York State Court of Appeals for the Admission of Attorneys and Counselors at Law, foreign JD graduates must meet the following requirements to be eligible to sit for the bar:

1. applicant fulfills the educational requirements for admission to practice law in a foreign country other than the US;
2. applicant’s period of study of law is at least “substantially equivalent in duration” to that required by ABA approved law schools;
3. the law school attended by the applicant was recognized by the accrediting agency of the government of that country;
4. the jurisprudence of the foreign country is based on the principles of English Common Law; and
5. the “program and course of law study” were the “substantial equivalent” of the legal education provided by an approved law school in the U.S.

However, applicants can cure either a durational or substantive deficiency (but not both) by successfully completing “a full-time or part-time program consisting of a minimum of 20 semester hours of credit, or the equivalent, in professional law subjects, which includes basic courses in American law, in an approved law school in the United States”. (Section 520.6(b)(1)(ii))

Step 2: Select Courses that Meet the “Basic Courses in American Law” Requirement

Subdivision (b)(1)(ii) of section 520.6 permits certain applicants to cure either a durational or substantive deficiency (but not both) by successfully completing “a full-time or part-time program consisting of a minimum of 20 semester hours of credit, or the equivalent, in professional law subjects, which includes basic courses in American law, in an approved law school in the United States”. The Board interprets “basic courses in American law” as a minimum

of two courses from the list of subjects which are tested on the bar exam as set forth in Board Rule 6000.6(c). According to that rule, the bar exam may test on the following subjects: business relationships; conflict of laws; constitutional law; contracts; criminal law procedure; evidence; family law; New York and federal civil jurisdiction and procedure; professional responsibility; real property; remedies; torts; trusts, wills and estates; and Uniform Commercial Code articles 2, 3 and 9.

Consult the YLS *Basic Courses in American Law* list (available in CDO) to see which YLS courses meet this requirement.

Step 3: Complete Request for Evaluation of Foreign Academic Credentials Form

New York requires you to request a review of your credentials to determine if you are in fact eligible to sit for the bar. This can be done by completing a Request for Evaluation of Foreign Academic Credentials Form (www.nybarexam.org/Docs/eval_form.pdf). As described in more detail in the Request, the following documents must accompany your Request:

1. Official transcripts from every law school attended
2. Degree certificate
3. Admission Certificate or other Alternative Documentation
4. Written statement from the accrediting agency of your foreign government.
5. Proof of durationally equivalent legal education
6. English translation

These supporting documents must consist of originals or copies certified directly from the issuing institution. Therefore, you must obtain these documents from the law schools where you studied as well as from the relevant bar offices abroad that may have admitted you to the practice of law. Because the Board has been strict about this rule in the past, you should make every effort to obtain the needed documents.

Submit the Request, along with a cover letter (sample in Appendix B of LLM Career Planning Guide) and supporting documents to the Board in September or October. If you submit your Request at this time, you should receive a letter from the Board confirming your eligibility to take the bar exam (conditioned on your completing your LLM) within 8-10 weeks.

Step 4: Decide When to Take the Multistate Professional Responsibility Exam (MPRE)

In addition to taking the Bar Exam, before you can be sworn into the New York state bar you also have to take and pass the ethics test, known as the Multistate Professional Responsibility Exam (MPRE). You are NOT required to take the MPRE prior to sitting for the bar exam. The MPRE is a test consisting of 60 multiple choice questions that tests your knowledge and understanding of the ethical standards of the legal profession. The passing score for New York is 85. The test is offered three times per year, in March, August and November. Many students choose to take the exam in March. The registration deadline for the November 7, 2009 exam is September 29. Information about the exam is available at www.ncbex.org by clicking the link to the MPRE.

Step 5: Sign up for a Bar Review Course

Most students who sit for the bar take a review course in the summer prior to the exam. Because the bar examination is very rigorous, LLM students are strongly encouraged to enroll in a review course to help them prepare. A list of review courses is available at <http://stu.findlaw.com/thebar/barreview.html>. BAR/BRI (www.barbri.com) is a popular course at

YLS. Some programs (like BarBri) offer review courses specifically for foreign attorneys. Although these services are expensive, some employers (typically larger law firms) will pay for their recruits to take a bar review course. These review programs can also assist you in preparing for the MPRE exam.

Step 6: Complete a Bar Exam Application

All applications to take the New York Bar must be postmarked no more than 120 days nor less than 90 days prior to the day of the examination. Most students sit for the July exam (which will take place on July 27-28, 2010), although there is also an exam offered each February. The application fee is \$250. The application is made available in the spring semester and may be completed online at the Board's website (www.nybarexam.org) by clicking "Bar Exam Application". If you submitted a Request for Evaluation of Foreign Credentials and received confirmation of your eligibility, you should attach that information to your application. If you did not submit a Request, you will need to provide the required documents (mentioned above) with your application. If you submitted a request but did not hear back from the Board, provide that information in your cover letter.

Step 7: Study and Take the Exam

Most LLM students taking the NY Bar study for the exam at the law school immediately after finals are finished until the date of the exam. Some students opt to study in the privacy of their own homes, while others watch videotaped courses with other students at the law school.

The exam is always held in Albany, New York City and Buffalo, NY. The address that you provide for your legal residence on the Bar Exam Application will, in most instances, determine the location of the testing center to which you will be assigned. As a result, most students from YLS take the exam in New York City. Visit www.nybarexam.org/TheBar/TheBar.htm for a complete description of the bar exam and testing process.

The results of the exam are mailed to all applicants on the day of the exam. A list of all successful applicants is posted on the board's website (www.nybarexam.org) that day as well.

Step 8: Complete Application for Admission/Character and Fitness Investigation

Bar admission involves not only passing the bar exam, but also meeting the character and fitness requirement. The state's Board of Law Examiners must be satisfied that your background meets certain standards of conduct. To assess these qualities, you will be required to provide detailed information about your background. If the bar examiners believe that the information you provide reflects poorly on your character or fitness, they will require additional investigation.

Shortly after the bar examination, you will receive admission application forms from the Supreme Court, Appellate Division. These application forms serve as the basis for inquiry by the Committees on Character and Fitness into your character and fitness to be a member of the Bar. The Application for Admission Questionnaire seeks information on the following topics: education and employment history; bar admissions; U.S. military record; criminal record; civil matters; child support; financial defaults; licenses; prior oaths or codes of professional responsibility. In addition, you will be required to submit: two good moral character affidavits from persons who have been known to you for not less than two years; a form affidavit for each law-related employment or period of solo practice completed by your employer(s); and a form law school certificate complete by YLS.

A link to these applications forms is available at www.nybarexam.org/Admission/Admission.htm by clicking on the "Multi-Department Admission Packet" tab.

Finally, you will be asked to appear for a personal interview by a member of the Committee on Character and Fitness.

Step 9: Attend Swearing In Ceremony

Congratulations! After successfully navigating Steps 1 – 8 you are now eligible to be sworn in before the court at a special ceremony which takes place in January (for July exam takers) and in June (for February exam takers).

w:\brochures\general\bar admission\LLMs and NY Bar (April 2010)

- (e) In order to enable us to determine whether your study complies with the durational requirements of 520.6(b) (1), list below the dates (month & year are sufficient) of each period of study (e.g., semester, trimester, quarter, summer session, etc.)

from _____	to _____	from _____	to _____
from _____	to _____	from _____	to _____
from _____	to _____	from _____	to _____
from _____	to _____	from _____	to _____
from _____	to _____	from _____	to _____

- (f) Did each period of study require classroom attendance at the law school from which you received your degree? _____ If no, furnish a complete explanation: _____

4. Are you admitted to practice law in the country where you studied law? ___ Yes. ___ No. If you answered yes, please list the jurisdictions/countries in which you are admitted and the approximate date of admission.

Country/Jurisdiction

Date of Admission

5. If you are NOT admitted to practice law in the foreign country have you successfully completed the educational requirements for admission to practice law in that country? **Please check either Yes or No.**

_____ Yes. Attach a written statement from your law school or the admitting authorities in that foreign country confirming that you have successfully completed all of the educational requirements for admission to practice in that country.

_____ No. Please explain what additional educational requirements must be fulfilled in order for you to be eligible for admission to practice law in the foreign country. _____

6. **U.S. law school program of study.** If you are required by subdivisions (b)(1)(ii) or (b)(2) of Rule 520.6 to successfully complete a “program of study” at an approved law school in the United States please indicate if you have completed, or are currently enrolled in, such a program of study. _____ Yes. _____ No. If you answered yes, please provide the following information:

- (a) U.S. Law School: _____
- (b) Type of degree/program: _____
- (c) Anticipated date of graduation: _____

If you have already graduated from the U.S. law school you must attach a final and official transcript from the law school.

7. **Checklist of Supporting Documentation Required.** In order to conduct an evaluation of your eligibility to sit for the bar examination the Board requires the supporting documentation listed below. Please place a check next to the applicable sections and attach the documentation to your completed evaluation form. Please note that documentation must consist of originals or copies certified directly by the issuing institution. Faxed copies, photocopies certified by a notary public, and photocopies certified by anyone other than an official at the issuing institution are NOT acceptable. All documents submitted become the property of the Board and will not be returned to the applicant.

_____ (a) **Transcript(s).** Attach a final, official transcript from every law school attended that includes the dates of attendance for each period of study, the courses taken and passed for each period of study, the degree awarded, and the date the degree was conferred. If the transcript does not contain all the necessary information, then it must be supplemented with a letter from the law school providing the missing information.

_____ (b) **Degree Certificate.** If the law school transcript does not clearly state the type of degree awarded and the date of the degree was awarded or conferred you must furnish a copy of your degree certificate.

_____ (c) **Admission Certificate or other Alternative Documentation.** If you are admitted to practice law in a foreign country attach a copy of your admission certificate. If you are not admitted to practice law in a foreign country than you must attach a written statement from your law school or the admitting authorities in that foreign country confirming that you have successfully completed all of the educational requirements for admission to practice in that country in compliance with 520.6(b)(1).

_____ (d) **Proof of durationally equivalent legal education.** Section 520.6(b)(1) of the Rules of the Court of Appeals requires successful completion of law school study that is at least substantially equivalent in duration to that required under subdivisions (d) and (e) of section 520.3. If your law school transcript does not clearly confirm that your law degree was based on classroom study that is substantially equivalent in the number of hours and the number of calendar weeks in residence as required by section 520.3(d) and (e), than it will also be necessary for you to provide a written statement from your law school confirming the number of classroom hours successfully completed, the number of calendar weeks in residence, and that the law school is recognized as “qualified and approved” by the competent accrediting agency of that country.

_____ (e) **English translation.** If the law school transcripts, degree certificate, or any of the other documentation requested above are not in English you must also furnish English translations of the documents prepared by an official translator. Please note that translations made by the candidate are not acceptable.

8. Mail the completed evaluation form together with all of your supporting documentation to the following address [**Faxes will not be considered**].

**New York State Board of Law Examiners
Corporate Plaza-Building 3
254 Washington Avenue Extension
Albany, NY 12203-5195**

YOUR NAME
YOUR ADDRESS LINE #1
YOUR ADDRESS LINE #2
YOUR TELEPHONE NUMBER
YOUR EMAIL ADDRESS

New York State Board of Law Examiners
Corporate Plaza – Building # 3
254 Washington Avenue Extension
Albany, NY 12203-5195

September 15, 2009

Dear Board of Law Examiners:

Please accept this letter and its accompanying documents as a request for an evaluation of my eligibility to take the New York Bar Exam in July 2010. As a foreign-trained lawyer, I have enclosed a completed “Request for Evaluation of Foreign Credentials” for your review.

I received my law degree from [YOUR COUNTRY] in [YEAR] and am currently enrolled in the LLM program at Yale Law School. This is a one-year, full-time program of study in which I am able to select my focus of study from among the many courses offered to all students attending Yale. I am currently enrolled in the following classes: [LIST YOUR FALL COURSES]. In the spring, I expect to take the following courses: [LIST YOUR ANTICIPATED SPRING COURSES]. As you can see, this list includes numerous basic courses in American law, including [LIST COURSES].

I have enclosed originals [OR CERTIFIED COPIES] and English translations of the following documents for your review:

- a) Official transcripts from Yale Law School and [FOREIGN LAW SCHOOL];
- b) Degree certificate from [FOREIGN LAW SCHOOL]; and
- c) Proof of admission to practice in [FOREIGN COUNTRY] **or** Proof of completion of educational requirements to practice in [FOREIGN COUNTRY].

Please direct your response regarding my eligibility to the following address: [YOUR ADDRESS].

Thank you very much for your time and assistance with this matter.

Sincerely,

[YOUR NAME]

Enclosures

Appendix D

Sample LLM Resumes, Cover Letters and Thank you Letters

SAMPLE RESUME #1:

MANUEL C. ABELLO

100 Orange Street, New Haven, CT 06520 ♦ (203) 436-0000 ♦ manuel.abello@yale.edu

EDUCATION

Yale Law School, New Haven, CT
LL.M. expected, June 2010

University of the Philippines College of Law

LL.B., *cum laude*, 2006

Honors: Valedictorian

Co-author, "A Comparative Analysis of United States Military Base Agreements," Best Legal Research paper. Published by the International Studies Institute of the Philippines, 2005

University of the Philippines

A.B., Philosophy, with Honors, 2005

Activities: International Relations Center, President

EMPLOYMENT

Sycip Salazar Hernandez & Gatmaitan, Metro Manila, Philippines

Associate

2007-2009

Conducted extensive research and prepared due diligence reports and legal memoranda providing foreign investment advice to domestic and international clients. Prepared registration statements of investments. Researched impact of new legislation on individual investment deals and advised clients regarding the results.

University of the Philippines, College of Law

Lecturer

2006-2007

Led discussion groups for courses on legal history and legal ethics. Advised students with research and writing assignments. Assisted in researching and revising course materials and grading student papers.

University of the Philippines, College of Law, International Studies Institute of the Philippines (ISIP)

Graduate Assistant

2005-2006

Served as a research assistant for the International Studies Institute. Published paper analyzing United States Military Base Agreements. Presented paper during colloquium on subject.

University of the Philippines, Constitutional Revision Project

Researcher

2004-2005

Conducted research for Professor Uron on numerous constitutional issues, including Article XIII on the Commission for Human Rights.

BAR MEMBERSHIP

Integrated Bar of the Philippines, Member. Achieved twelfth highest average, 2006.
Philippine bar examination (percentage of those passing: 17%)

SKILLS & INTERESTS

All university, law school, and legal work conducted in English. Enjoy tennis, running.

SAMPLE COVER LETTER #1:

100 Orange Street
New Haven, CT 06510

October 1, 2009

Ms. Lorraine Brown
Director, Legal Personnel
Covington & Burling
Washington, DC 20006

Dear Ms. Brown:

I am presently attending Yale Law School and will receive a Master of Laws Degree (LL.M.) in June 2009. After graduation, I would like to gain some experience in an American law firm and would enjoy the opportunity to discuss employment opportunities at Covington & Burling.

I received my law degree from the University of the Philippines College of Law where I graduated first in my class of 200 students. After graduating from law school, I worked for two years with the Philippine law firm Sycip Salazar where I provided foreign investment advice to many American and international clients and developed strong writing and communication skills. It was in this position that I first learned of your firm and its extensive legal work in the area of foreign investments. Given my personal interest in U.S. military law, Washington, D.C. would be an ideal city for me to commence my U.S. legal career.

My English writing and speaking ability, combined with my experience with international corporate clients, will enable me to succeed as an associate with your firm. I welcome the opportunity to talk with you further about my credentials and am available for an interview at your convenience.

Sincerely,

Manuel C. Abello

Manuel C. Abello

SAMPLE RESUME #2:

PATRICIA RAFTER

1215 Whitney Avenue
Hamden, CT 06520
Telephone: (203) 543-1212
patricia.rafter@yale.edu

15 Albert Avenue
Brisbane QLD 4218
Telephone: +61 7 3344 1234

EDUCATION

YALE LAW SCHOOL, New Haven, CT

LL.M. Candidate, June 2010

Scholarships: Fulbright Scholarship
Queensland Ministry of Public Education Grant

Activities: Lowenstein International Human Rights Law Project
Greenhaven Prison Project

UNIVERSITY OF QUEENSLAND, Australia

LL.B., *with honors*, May 2007

Honors: Mackenzie Prize for Excellence in Academics
Exceptional Student Award
First Place, Moot Court Competition

Activities: Women Law Students Society
Human Rights Society

UNIVERSITY OF QUEENSLAND, Australia

B.A., Psychology, May 2003

EXPERIENCE

ALLENS ARTHUR ROBINSON, Brisbane, Queensland

Attorney 2007-2009

Conducted research and drafted legal memoranda on numerous litigation matters for one of Australia's largest law firms. Advised clients with regard to negligence claims. Worked closely with U.S. clients of law firm and traveled to U.S. to meet with clients and attend hearings.

CLAYTON UTZ LAW FIRM, Brisbane, Queensland

Summer Intern Summer 2006

Worked in litigation department on various product liability and negligence matters. Drafted motions for summary judgment and motions to dismiss. Attended hearings and client conferences.

UNIVERSITY OF QUEENSLAND, Australia

Legal Research Assistant 2006-2007

Conducted legal research on numerous consumer issues for Professor Minam, Faculty of Law. Drafted memoranda of law summarizing findings.

OFFICE OF THE ATTORNEY GENERAL, Sydney, Australia

Summer Intern

Summer 2005

Assisted Attorney General's Office Civil Law Division in drafting small business access to legal justice reform. Drafted portions of national consultation paper presented at seminar on subject.

LEGAL AID SOCIETY, Sydney, Australia

Summer Intern

Summer 2004

Corresponded with clients regarding consumer fraud issues. Conducted client intake and advised clients as to their legal rights. Assisted attorneys in preparing cases for trial. Attended court proceedings.

PUBLICATIONS

The Consumer of the 90's: Legal Facts and Fictions, 30 Queensland Lawyer 300 (2005)

Human Rights Abuses and the International Legal Ramifications, Presented paper to Human Rights Society and Faculty of University of Queensland, 2005.

LANGUAGES

Fluent in French. Proficient in Spanish.

INTERESTS

Running, historical maps, soccer.

REFERENCES

Professor Jed Rubenfeld
Yale Law School
P.O. Box 208215
New Haven, CT 06520-0215
(203) 432-7631
jed.rubenfeld@yale.edu

John J. Dormin, Esq.
Allen, Allen & Hemsley
1 Quincy Place
Brisbane, Queensland
7 33456528
dormin@aah.com

SAMPLE COVER LETTER #2:

1215 Whitney Avenue
Hamden, CT 06520

September 25, 2009

Ms. Sarah Cannady
Manager of Legal Recruiting
Sullivan & Cromwell
125 Broad Street
New York, NY 10004

Dear Ms. Cannady:

I am a LL.M. student at Yale Law School and am seeking a short-term internship in New York City before returning to my home country of Australia to practice law. I will graduate in June 2009 and am able to work in the United States for up to one year following my graduation.

I am particularly interested in working for Sullivan & Cromwell because of its preeminent U.S. legal practices in both Melbourne and Sydney. I am seeking a position that will enable me to work on a crosssection of legal matters for prominent Australian companies. Based on my research on your firm, I understand that many Australian companies ranked among the "BusinessWeek Global 1000" are served by both your U.S. and Australian offices.

I believe that my background demonstrates my ability to serve the needs of your clients. At the University of Queensland where I received my law degree, I excelled in my academic studies and in moot court. During my summers in law school and after graduating, I worked for many types of legal employers, including the largest law firm in Brisbane where I focused on litigating tort claims. Through these positions, I developed the ability to communicate effectively with clients and honed my legal research and writing skills. I look forward to further developing these skills after completing my degree at Yale.

I am available for an interview at your convenience. Thank you for taking the time to review my resume. Please feel free to contact me if I can provide you with any additional information.

Sincerely,

Patricia Rafter

Patricia Rafter

SAMPLE RESUME #3

AKISA NONOYAMA

231 Edwards Street, #4
New Haven, CT 06511
(203) 785-4392
email:anonoy@yale.edu

EDUCATION

YALE LAW SCHOOL, New Haven, CT

LL.M. expected, June 2010

Activities: Yale Law and Technology Society

Relevant Courses: Intellectual Property, International Business Transactions

HITOTSUBASHI UNIVERSITY, Tokyo, Japan

LL.B., March 2008

Area of Study: Corporate Law

Honors: Ranked 3rd in Private Law Division

HITOTSUBASHI UNIVERSITY, Tokyo, Japan

Bachelor of Economics, March 2006

EXPERIENCE

MATSUO & KOSUGI

2008-2009

Attorney. Conducted extensive research on intellectual property law including researching and drafting memorandum addressing discrepancies in the international patent licensing guidelines in the United States, Japan, and the European Union and the resulting negative impact on Japanese licensees. Advised foreign corporations on Japanese patent law matters and assisted in preparing patent applications.

HITOTSUBASHI UNIVERSITY

Summer 2008

Research Assistant. Assisted Professor Tetsuo Sato with research on article providing an analysis of the interpretative framework of the treaties and other instruments used by international organizations. Analyzed rules of interpretation of Vienna Convention on the Law of Treaties.

PROFESSIONAL MEMBERSHIPS

Japan Association of Private Law

Houmu Jyosui-kai (The Association of Law Practitioners)

PUBLICATION

A Comparison and Proposed Alignment of European, Japanese and United States Patent Law, Journal of International Intellectual Property Law, November 2006.

LANGUAGES

Fluent in English and Japanese.

SAMPLE COVER LETTER #3

231 Edwards Street, #4
New Haven, CT 06511

September 28, 2009

Ronald Abramson, Esq.
Chair, Intellectual Property Practice
Hughes Hubbard & Reed LLP
One Battery Park Plaza
New York, NY 10004

Dear Mr. Abramson:

I am currently attending Yale Law School in the LL.M. program and will receive my degree in June 2009. After my graduation, I will be able to work in the U.S. for up to one year before I return to Japan to practice law. I am very interested in the possibility of an internship position at Hughes Hubbard & Reed.

I received my masters of law degree from the Hitotsubashi University in Tokyo where I concentrated my research in the areas of international corporate law. I most recently worked as an attorney with one of Tokyo's most well-respected law firms, where I conducted extensive research on intellectual property law and developed an expertise in international patent guidelines. I also assisted both U.S. and Japanese clients on patent licensing matters.

At Yale, I have had the opportunity to develop my writing and communication skills, as well as my knowledge of American corporate law. I believe that my knowledge of Japanese law, language and culture will be of great value to your Asian clients and business interests. I would welcome the opportunity to speak with you further about my credentials and am available for an interview at your convenience.

Sincerely,

Akisa Nonoyama

Akisa Nonoyama

SAMPLE THANK YOU EMAIL

To: mannc@sullcrom.com
From: patricia.rafter@yale.edu
Subject: My recent interview with your firm
Date: December 15, 2009

Dear Mr. Mann:

Thank you for taking the time to interview me yesterday for a one year internship position with your firm. I enjoyed talking to you about your recent trip to Sydney and about the new Australian business opportunities being explored by your office. After our discussion I remain very interested in an internship position with Sullivan & Cromwell and know that I could make a positive contribution to your New York office.

Thank you again for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Patricia Rafter
Yale Law School

SAMPLE THANK YOU LETTER

January 29, 2010

Ronald Abramson, Esq.
Chair, Intellectual Property Practice
Hughes Hubbard & Reed LLP
One Battery Park Plaza
New York, NY 10004

Dear Mr. Abramson:

Thank you so much for taking the time to meet with me at the Overseas-Trained LL.M. Student Interview Program yesterday. I really enjoyed speaking with you about the opportunities available to LL.M. graduates at your firm.

I especially enjoyed our conversation about your recent work on the Committee on Intellectual Property for the U.S. Council for International Business. Based on our discussion, I am confident that my background in international business, my research in the field of international intellectual property and my expertise in the area of international patent applications will be of value to your department and its clients.

I look forward to hearing from you soon and hope to have the opportunity to visit your office in the near future. Thank you again for your time and consideration.

Sincerely,

Akisa Nonoyama

Akisa Nonoyama

SAMPLE LIST OF REFERENCES

LIST OF REFERENCES

PATRICIA RAFTER

1215 Whitney Avenue
Hamden, CT 06520
Telephone: (203) 543-1212
patricia.rafter@yale.edu

15 Albert Avenue
Brisbane QLD 4218
Telephone: +61 7 3344 1234

Amy L. Chua
Professor of Law
Yale Law School
PO Box 208215
New Haven, CT 06520
(203) 432-8715
amy.chua@yale.edu

Tracey Harrip, Esq.
Partner
Allens Arthur Robinson
Riverside Centre
123 Eagle Street
Brisbane QLD 4000
+61 7 3334 3000
Tracey.Harrip@aar.com.au

John Devereux
Professor of Law
University of Queensland
Brisbane QLD 4072
+61 7 3365 2298
j.devereux@law.uq.edu.au

Appendix E

US Law Firms with Internship Programs for LLMs

U.S. Firms with Internship Programs for Foreign-Trained Lawyers

Compiled by NYU School of Law, Office of Career Services and Boston University School of Law, Professional Development

Last updated, July 2009

Employer	Address	City	State Zip Code	Name of Program	Program Contact	Web	Deadline	Description
Alston & Bird	90 Park Avenue	New York	NY 10016	Internship Program for Foreign Lawyers	David W. Detjen (david.detjen@alston.com); Glenn G. Fox (glenn.fox@alston.com)	http://www.alston.com/careers/foreigninternships/	9 months or more prior to desired start of internship	A three month unpaid program designed primarily for foreign lawyers to acquire knowledge of an American law firm commercial practice to use in their home country. Particularly oriented toward German, Swiss and Austrian clients, but knowledge of German is not required.
Chadbourne & Parke	30 Rockefeller Plaza	New York	NY 10112	Internships	Lisa Featherson, Legal Recruiting Manager (recruiting@chadbourne.com)	http://www.chadbourne.com/		One year internships available for lawyers with Spanish fluency or Portugese fluency. An internship may also be available for lawyers with either Arabic, Mandarin or Cantonese fluency.
Cleary Gottlieb Steen & Hamilton	One Liberty Plaza	New York	NY 10006	International Lawyer Program	Donna Harris, Director of Legal Recruiting (nyrecruit@cgsh.com)	http://www.cgsh.com/careers/newyork/thehiringprocess/llmrecruiting/internationallawyerprogram/		Internships available for foreign lawyers from various countries to work in the New York Office for up to nine months. The participants in this program come from countries in South America, Asia and Europe and bring a knowledge of their local jurisdictions that greatly informs our global practice.
Clifford Chance LLP	31 West 52nd Street	New York	NY 10019		Karl A. Roessner, Hiring Partner (usrecruiting@cliffordchance.com)	http://www.cliffordchance.com/usrecruiting/home.htm		Nine months internships available for Lawyers from all Latin American countries.

Cravath, Swain & Moore LLP	Worldwide Plaza 825 Eighth Avenue	New York	NY 10019		cravath@cravath.com	http://www.cravath.com/Cravath.html		The firm does not have an official foreign associate program. However, foreign lawyers may send their resume at any time to be considered for a position of approximately one year at the New York Office.
Debevoise & Plimpton LLP	919 Third Avenue	New York	NY 10022	International Intern Program	Michael J. Gillespie, Chair of Latin America Group (mjgilles@debevoise.com)	http://www.debevoise.com/areasofpractice/ServiceDetail.aspx?id=10a7c3ed-a587-400f-8d98-022e89f31f0a		International lawyers from various Latin American law firms and companies work as interns for approximately one year, mainly in the New York Office. The Program particularly emphasizes the firm's Brazil practice.
Employer	Address	City	State Zip Code	Name of Program	Program Contact	Web	Deadline	Description
Gibson, Dunn & Crutcher LLP	200 Park Avenue 47th Floor	New York	NY 10166		Stefani Berkenfeld, New York Recruiting Associate Director (Sberkenfeld@gibsondunn.com)	http://www.gibsondunn.com/		A one year internship available for lawyers from Argentina, Brazil, Chile, Columbia, Peru or Venezuela.
Greenberg Traurig	1221 Brickell Avenue	Miami	FL 33131		Regina McCaffery, Manager of Legal Recruitment and Associate Development, Southeast Region (southeastrecruitment@gtla.com)	http://www.gtlaw.com/Locations/Miami		Internships available for six to twelve months for lawyers with either Latin American or Europeans law degrees.
Greenberg Traurig	The MetLife Building 200 Park Avenue	New York	NY 10166		Elizabeth Lee (LeeEl@gtlaw.com)	http://www.gtlaw.com/Locations/NewYork		A six month internship is available for lawyers with law degrees from Australia or Brazil
Hogan & Hartson LLP	1999 Avenue of the Stars Suite 1400	Los Angeles	CA 90067	Summer Internship	Nancy Merriman, Recruitment Manager (JoinHoganNY@hhlaw.com)	http://www.hhlaw.com/careers/summer.aspx		Foreign Lawyers may apply for a summer associate position

Holland & Knight LLP	195 Broadway 24th Floor	New York	NY	Foreign Lawyer Trainee Program	Lennard "Len" Rambusch (len.rambusch@hkllaw.com)	http://www.hkllaw.com	Should apply in the fall at the beginning of the LLM program.	Offers a 3-month internships for foreign-trained lawyers in the International and Cross Border Transactions Practice. The firm provides also a monthly stipend during the internship
Jones Day	222 East 41st Street	New York	NY 10017	Foreign Legal Intern Program	Lauren Dolch (ledolch@jonesday.com)	http://www.jonesday.com/Home.aspx		Approximatley five foreign lawyers are hired every year to work for one to two years in the New York office, starting in the fall. The asia practice is particularly stressed by the program, so lawyers from Beijing, Shanghai and Tokyo are encouraged to apply. However, the firm is interested in foreign lawyers from various countries.
King & Spalding	1185 Avenue of the Americas	New York	NY 10036	Foreign Attorney Internship	Jennifer Fox Crisp, Chief Recruiting Officer (jcrisp@ksllaw.com)	http://www.kslaw.com/portal/server.pt		Foreign attorneys may submit their resume for consideration to human resources for a three month internship in the New York office. Typically, past foreign attorneys have been from Germany, but foreign lawyers from any country may be considered.
Kirkland & Ellis LLP	Citigroup Center 153 East 53rd Street	New York	NY 10022	International Exchange Program		http://www.kirkland.com/sitecontent.cfm?contentID=240		All the firm's offices participate in bringing foreign lawyers from various countries to work at the firm from anywhere between two weeks to more than a year.
Linklaters	1345 Avenue of the Americas	New York	NY 10105	International LLMs	Jennifer Cook (jennifer.cook@linklaters.com)	http://careers.linklaters.com/careers/workinghere/llm/Pages/index.aspx		The firm hires international LLMs and may have internships available in the New York office.
Mayer, Brown, Rowe & Maw LLP	1675 Broadway	New York	NY 10019	Foreign Associate, Finance Department	Kiley Bostick, Associate Recruitment Manager (lateral-recruiting@mayerbrown.com)	http://www.mayerbrown.com/		The firm hires foreign associates for a one year internship in the finance department of its New York office, to support its large Latin America practice, therefore, fluency in Spanish or Portugese is required.

Paul, Weiss, Rifkind, Wharton & Garrison LLP	1285 Avenue of the Americas	New York	NY 10019	Foreign Lawyer Program	Anita J. Zigman, director of legal personnel, azigman@paulweiss.com	http://www.paulweiss.com/		A program for foreign lawyers from various countries to work in the New York Office, usually for one year, beginning in September. However, the start date and program time is variable. The firm usually hires about four to six foreign lawyers per year.
Shearman & Sterling	599 Lexington Avenue	New York	NY 10022	International Associate Program	Jennifer Young, Attorney Recruiting & Development Manager (jennifer.young@shearman.com)	http://www.shearman.com/IAP/	Program begins in September and lasts for 12 months	A one year internship is available in the New York Office with the potential to become a regular associate. Lawyers who are qualified to practice in a jurisdiction outside of US (in which we maintain an office) and have completed an LLM post graduate program in US are encouraged to apply. The position as an international trainee for approx 3 months is also available. Fluency in spoken English and high level of proficiency in written English are essential.
Employer	Address	City	State Zip Code	Name of Program	Program Contact	Web	Deadline	Description
Simpson Thacher & Bartlett LLP	425 Lexington Avenue	New York	NY 10017	International Associates Program	Amy Claydon, Legal Recruiting Manager (AttorneyRecruiting@stblaw.com)	http://www.stblaw.com/recruiting.htm	Program start times vary depending on associate	A six months to one year internship for foreign lawyers from various countries. Can participate directly after receiving an LLM from a US law school, but many international associates have two to seven years experience at a law firm in their home country. The internship has a salary equivalent to that of a regular first year associate

Stephoe & Johnson LLP	1330 Connecticut Ave., NW	Washington	DC 20036	Foreign Legal Consultant Program	Rosemary Kelly Morgan, Director of Attorney Services and Recruiting (Legal_recruiting@stephoe.com)	http://www.stephoe.com/careers-foreign.html	February, for Spring decision, with start of program in the Fall	A nine to twelve month program for foreign lawyers who intend to return to their home countries to practice law. The lawyer must hold a degree from a U.S. law school (usually an LLM) but does not need to be admitted to the bar in the U.S. The lawyer can expect to deal not only with international issues but also with domestic ones. The salary is \$77,000 with possible tax breaks.
Sullivan & Cromwell LLP	125 Broad Street	New York	NY 10004	Visiting Lawyers Program	legalrecruiting@sullcrom.com	http://www.sullcrom.com/careers/opp/lawyers/	As early as possible, no later than the end of January of the year of the desired start of the program	Visiting lawyers who plan to return to their home countries to practice law. Program begins in October of each year and participants generally are at the Firm for a term of 8 months.
Weil, Gotshal & Manges LLP	767 Fifth Avenue	New York	NY 10153	Staff Attorney Program	Nancy Gray, Associate Director of Legal Recruiting (recruit@weil.com)	http://www.weil.com/wgm/pages/Controller.jsp?z=h&sz=0		Foreign attorneys may send their resume to apply.
WilmerHale	399 Park Avenue	New York	NY 10022		Lesley Slater, Legal Recruitment Coordinator (ny.legalrecruiting@wilmerhale.com)	http://www.wilmerhale.com/#		The firm accepts applications from foreign lawyers for review at any time and hires foreign lawyers for temporary positions depending on need.
Wuersch & Gering LLP	100 Wall Street, 21st Floor	New York	NY 10005		Gregory F. Hauser, Partner (gregory.hauser@wg-law.com)	http://www.wg-law.com/en/resources/career-opportunities.html	At least 4 months before desired starting date	An internship of several months (at least two months) is offered to German lawyers at Wuersch & Gering NY office