INTERNATIONAL LLM
CAREER PLANNING MANUAL
CLASS OF 2016

AUGUST 2015
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Chapter 1: The Career & Professional Development Center

The Duke Law School Career & Professional Development Center offers a variety of services, programs and resources to help LLM students effectively search for employment. Although some of the information and advice in this handbook is specifically tailored to students interested in seeking admission to a U.S. Bar and/or subsequent employment in the United States, most of this handbook’s contents are useful to all students.

A. International LLM Career Planning Manual

The Career & Professional Development Center (CPDC) invites you to explore the broad range of career opportunities available to you as a Duke Law LLM student and graduate. This manual serves as a roadmap for planning your career search and seeks to answer many of the most commonly asked questions relating to your career search. Please spend some time reviewing this manual as it will increase the quality and the usefulness of your interaction with CPDC and its career counselors.

Programs

CPDC, in conjunction with the International Studies Office, hosts a broad range of programs to help JD and LLM students make the most of their career search during the year. Some programs, such as LLM Résumé and Cover Letter Workshops, the LLM Mock Interview Program, and LLM Career Panels, are tailored specifically to LLM students’ needs. In addition, CPDC hosts numerous career-related programs geared to a more general JD and LLM populations. You are always welcome to attend any CPDC program in which you are interested. You can find the schedule of CPDC programs by reading Duke Law Daily or by checking the Law School Calendar (available on the Duke Law website).

Individual Counseling

CPDC has an attorney counselor specifically dedicated to meet the needs of our LLM students. Oleg Kobelev, Assistant Dean for International Studies, is available to meet with LLM students to discuss career planning and job search techniques, including everything from advice on résumé writing to more in-depth discussions about career choices. Oleg’s office is located in room 4063 and he can be reached at 919-613-7144 or at kobelev@law.duke.edu.

Job Fairs

In late January of each year, Duke Law School participates in the International Student Interview Program (ISIP) in New York City. This program is limited to foreign-trained LLM students only, and over 120 international employers come to interview LLM students for positions both in the United States and abroad.
Additionally, international employers may visit Duke to interview students or invite students to informal events. More information about the ISIP program and how to participate will be made available later in the year. Please check your email frequently to make sure you do not miss any important information regarding this event. While ISIP is limited exclusively to LLM students, Duke Law also participates in a variety of other interview programs throughout the year. The full list is available on CPDC website under “Job Fairs” (http://www.law.duke.edu/career/interviewing/jobfairs).

Please note, however, that while you are welcome to participate in these programs, most employers require a J.D. degree from prospective applicants.

Bar Information

Most Duke LLM graduates who chose to take a bar exam sit for the New York Bar Exam. Duke’s curriculum is specifically designed to allow you to take the New York Bar, assuming your previous legal education meets some basic requirement such as length of time of study. During orientation, you will be counseled by Duke staff about some of the more specific requirements to take the bar.

Due to the recent changes by the New York Board of Law Examiners, however, we recommend that students carefully read the Foreign Legal Education Section of the New York State Board of Law Examiners website (http://www.nybarexam.org). We also encourage students to complete an online Foreign Evaluation Form, an important component of your New York bar application, as soon as possible. This form is free and can be completed online in less than an hour. After you have completed the form, you should begin collecting the supporting documentation necessary to substantiate the information in the form. Please note that if require an LLM degree to qualify for the examination and wish to sit for the July 2016 administration of the New York Bar, your documents MUST be received by the Board of Law Examiners no later than October 1, 2015.

For additional information relating to taking the New York Bar Exam, including the 50-hour Pro Bono Requirement, please see Appendix B. For information about taking the bar exam of other states, such as Illinois, Texas, or California, please see Appendices A & C.
Chapter 2: United States Legal Market

Although the overall economy in the United States continues to improve, the legal job market remains challenging, particularly for students who have received their first law degree outside the United States. Below is a brief synopsis of various opportunities available to LLM students wishing to stay in the United States on a short-term or a long-term basis following graduation.

A. Law Firms

Law firms with international business practices are among the most likely employers of LLM students. The majority of these law firms are located in New York, Washington, DC, and London. Some LLM graduates from the Americas have also found opportunities in Texas, Florida, and North Carolina. The availability of these types of positions depends on many factors, including the strength of the global economy. Stronger macro-economic conditions mean U.S. law firms are busier on cross-border transactions and have a greater demand for experienced LLM students. Although Duke LLMs have had success with their job search in the U.S. over the past several years, LLM students should remain cautious about the U.S. legal market. Positions offered to international LLM students by law firms generally fall into three categories: (1) temporary internship positions; (2) regular associate positions, also known as permanent positions; and (3) visiting foreign attorney positions, generally prearranged through law firms in the students’ home countries.

Temporary Positions: Most law firms that would consider hiring an LLM graduate on a short-term basis will be greatly interested in the potential legal and business contacts this person can help them develop upon returning to their home country. The demand for LLM graduates from different countries fluctuates yearly based on the level of business involvement of these employers in those countries. Students seeking these positions should be aware that they are not compensated at the same rate as those with permanent positions; these jobs often carry only a modest stipend, if anything.

Permanent Positions: These are usually entry-level associate positions with law firms, and LLM students compete with J.D. graduates for these positions. As with temporary positions, the level of interest in LLM graduates fluctuates depending on the country of origin and the level of experience of a given student. U.S. law firms considering LLMs prefer those who have 2-3 years of experience in private law firms in their home countries. LLMs who secure permanent employment with U.S. law firms typically have a common law education, excellent command of the English language, and some work experience as a lawyer in their home country.
Please note that most permanent positions also require that you be licensed in the state in which you will practice law. Foreign-trained lawyers with a U.S. LLM degree are limited as to where they may take the Bar Exam. New York, California, and Texas are three of the most popular states where students may be eligible to take a Bar Examination.

**Visiting Foreign Attorney Positions:** Some foreign employers have “special relationships” with U.S. law firms. In these cases, foreign law firms may be able to arrange a temporary “secondment” for their associates students at a U.S. law firm. This should be arranged in advance of coming to Duke or shortly after arriving. Sometimes, the LLM student will still be asked to interview with the U.S. employer. Many of the LLM positions with the best-known U.S. law firms arise in this manner.

Some law firms have created Foreign Associate Programs that are open to the general public. Please refer to Appendix Q for the selected list of Visiting Foreign Attorney Positions; please note that this list is necessarily incomplete and other law firms may have open positions to which LLM applications are eligible to apply.

**B. Government**

The United States has a diffuse system of government, with federal, state, local, and municipal government agencies all having different hiring criteria and requirements.

**U.S. Government:** According to U.S. law, with some very limited exceptions, LLM students who are not U.S. citizens or permanent residents are no longer able to work for the U.S. government in either temporary or permanent positions.

**State and local governments:** Although some state governments have hired LLM students in the past, the availability of such employment is scarce and fluctuates greatly from one state to another. Students interested in pursuing these opportunities are encouraged to review state-wide hiring websites for individual states (e.g. [www.cs.state.ny.us/jobseeker](http://www.cs.state.ny.us/jobseeker)). Please note that most positions require that students be either admitted or at least eligible to take that State’s bar exam.

**Judicial Clerkships:** Judicial clerkships with federal courts are generally unavailable to LLM students who do not have U.S. citizenship. The one exception to this rule are judicial clerkships in the noncontiguous United States and its territories, i.e. clerkships in Alaska, Puerto Rico, Guam, Northern Mariana Islands, etc. Some state courts also hire LLM students for non-paid summer internships and, sometimes, longer-term positions. These limited positions are typically unpaid. If you wish to explore judicial clerkships following graduation, please speak with Oleg Kobelev.
C. Non-Profit Organizations

Many nonprofit organizations (NGOs) have dramatically scaled back hiring of entry-level attorneys as the result of continuing budget cutbacks. As the result, the remaining positions tend to be unpaid and are highly sought-after. Factors that could work in an LLM graduate’s favor, however, include relevant prior work experience and/or research experience, language skills, and country-specific background. Many internship and permanent positions with large NGOs are advertised on www.idealist.org and www.psfd.org.

In addition, large supranational organizations such as the United Nations (UN), the World Bank, the World Trade Organization, the World Intellectual Property Association, Organization for Economic Co-operation and Development (OECD), and others have limited opportunities for LLM attorneys interested in pursuing careers in international public service. Many of these positions are advertised on www.unjob.org. Duke Law is fortunate enough to have a standing agreement with the World Bank’s Legal Analyst Program, which allows for a number of opportunities for LLM students. In the past two years, LLM graduates were also able to arrange for internship opportunities with various UN agencies in Vienna, Austria, Geneva, Switzerland, and Paris, France. Finally, nationals of a selected number of countries are eligible to apply for the UN Junior Program Officer Program (www.jposc.org).

D. Academia and Other Opportunities

LLM students interested in teaching generally do so when they return to their home countries. With the benefit of a Duke LLM degree, graduates have found academic opportunities in a wide range of universities around the world. You can see a list of Duke LLM and SJD alumni in academia by going to www.law.duke.edu/internat/teachingalumni.

Additional examples of career opportunities that may be available to LLM students include in-house internship positions with international companies that have a presence in or strong business ties to your country. These positions generally require several years of prior legal work experience, preferable in-house or with a large law firm. For more information on in-house counsel positions, please speak with Oleg Kobelev.
Chapter 3: Visa and Bar Exam Requirements

LLM students wishing to stay in the United States must be aware of visa and bar exam requirements, both of which are critical in finding employment and staying in the United States following graduation.

A. Visa Requirements

F-1 visa holders are eligible for Optional Practical Training (OPT) – a work authorization benefit which allows students to legally work in the United States in the field directly relevant to their academic program for a maximum of 12 months upon graduation. Due to the recent changes to F-1 visa requirements, LLM students must apply for U.S. work authorization within 60 days of graduation and begin a paid or unpaid position in the United States within 90 days from the start of their 12-month authorization period. In other words, to take advantage of OPT, students must begin work no later than mid-October of the year following their graduation. Please keep in mind that OPT approval process can take up to 120 days; thus, you should plan accordingly.

Please note that Duke Visa Services provides an excellent website www.visaservices.duke.edu, which contains useful information concerning F-1 Visas and OPT applications, as well as a frequently-asked questions section. For individualized counseling on visa-related issues, please contact the Visa Services office at 919-681-8472.

Students who wish to stay in the United States beyond the OPT authorization period will need the sponsorship of their employer to apply for a more permanent work-visa known as H-1B. Duke Law School typically hosts an information session with an immigration attorney in the spring semester to discuss this process. In addition, students should seek clarification from their employers regarding the process and may also want to seek legal counsel specializing in work visa issues to determine their prospects for obtaining such a visa.

B. U.S. Bar Exam

Admission to the bar is regulated by each individual state; there is no national U.S. bar exam. In most states, admission requires a law degree from an ABA-accredited law school, good moral character, and passage of a bar exam. Each state administers its own bar exam, which is regulated by that state’s bar admission authority (Bar Examiners). Please see Appendix D for a non-exhaustive list of translation services that might be helpful in the event you need to translate your home country documents into English.

Students at highly-ranked U.S. law schools like Duke generally prepare for bar examinations through commercial study courses and are responsible for bar
preparation and application. Please see Appendix E for a non-exhaustive list of commercial study courses.

The reasons for taking a U.S. bar exam include

- Permanent employment in the U.S.
- Beneficial credential for home country
- Learning additional areas of U.S. law not covered in LLM classes

Students should think carefully before deciding to take a bar exam because of the high cost and time commitment that exam preparation entails, the overall difficulty of the exam, and the time pressure under which the exam is conducted.

Although bar exams are state specific, they all share several important components. All bar exams are given twice a year – in February and July – and may be given over either a two-day or three-day period depending on the state. Virtually every state divides its exam into several parts, with one part consisting of state-created questions and/or essays that test substantive law of the state, and the second part testing applicants’ competency in more general subject areas. Most states rely on the National Conference of Bar Examiners (NCBE) – a national organization – to test students’ knowledge of the more generalized subjects.

The most important NCBE-created exam is the Multistate Bar Exam (MBE), which has been adopted by almost every state. It consists of 200 multiple choice questions and lasts six hours. The subjects tested include contracts, constitutional law, criminal law/procedure, evidence, property, and torts. Another important component is the Multistate Professional Responsibility Exam (MPRE), which contains 60 questions, lasts 2 hours and 5 minutes, and tests knowledge of professional ethics. The MPRE is a stand-alone exam that is administered four times a year and must be passed by all students before they are admitted to the bar of their jurisdiction of choice. In most jurisdictions, students must pass the MPRE within a year of taking and successfully passing the state bar exam. For additional information about the NCBE and its multistate bar exams, please see NCBE’s website at www.ncbe.org.

**Which Bar Exam?** Most foreign-trained LLM students are only eligible to take a handful of state bar exams, most notably the New York, Texas, and California bar exams. Additionally, the states of Alaska, Illinois, Georgia, Louisiana, New Hampshire, and Washington allow foreign-trained LLM students to sit for the bar, assuming they meet certain criteria. A second, larger group of states, allows students to take the bar if they have been admitted to practice in another jurisdiction and have a requisite number of years of legal practice (generally 5 to 7 years). The District of Columbia Bar allows students to sit for the bar only if they have successfully completed at least 26 semester hours at an ABA-approved law school in the subjects tested on the D.C. Bar exam. For a comprehensive list of all U.S. jurisdictions and their admission requirements relating to graduates of foreign law schools, please refer to the Comprehensive Guide to Bar Admission.
Requirements 2015, available at http://www.americanbar.org/groups/legal_education/publications.html. Please also refer to Appendix A, which contains an excerpt from the guide detailing the differing approaches to the eligibility of foreign-trained LLM students.

**New York Bar Exam:** The vast majority of Duke LLM students who chose to take a U.S. Bar exam sit for the New York Bar. Duke Law offers a range of services in support of LLM students wishing to take the New York Bar, including hosting a Bar-related workshop and individually counseling students on the logistics of applying to take the exam. Furthermore, we are in contact with the N.Y. Board of Law Examiners to make sure our students have the most current information concerning the application process.

**New York Bar Eligibility:** Under the revised New York Rule 520.6, foreign-trained LLM students are eligible to take the New York Bar as long as they have demonstrated both the *durational* and *substantive* equivalency of their home country law degree. The durational equivalency is satisfied as long as a student has attended a full time program consisting of 75 calendar weeks totaling not less than 1,120 hours of classroom study—essentially 3 US academic years. The substantive equivalency is a requirement that your course of study be rooted in the principles of English Common Law and meet specific instructional requirements outlined in Rule 520.3(c).

Because most students whose first law degree is not from the United States do not meet *both* the durational and substantive equivalency requirements of the New York Bar, these students must “cure” either deficiency by successfully completing an LLM degree from an ABA-accredited law school such as Duke. Please note, however, that an LLM degree can cure *either* durational or substantive deficiency *but not both*. Students wishing to cure the substantive equivalency requirement, must complete a minimum of 24 semester hours of credit, including (i) at least two credits in a legal research, writing and analysis course, (ii) at least two semester hours of credit in professional responsibility, (iii) at least two credits in a course on American legal studies, the American legal system or a similar course and (iv) at least six credits in subjects tested on the New York bar examination. You will be provided a comprehensive list of classes that would satisfy these requirements at orientation.

Please note that classes not listed as law courses, academic credit for independent studies or other directed research, and summer courses taken outside the U.S. do not count towards the 24 credit requirement. Please read carefully the foreign legal education section of the N.Y. Bar website (www.nybarexam.org) for important information concerning applying for the bar exam, gathering the necessary documents, and completing the Online Foreign Evaluation Form. Please also see Appendix B of this handbook.
**50-hour Pro Bono Rule:** a recent change to the New York Board of Law Examiners rules requires that students must certify completion of 50-hours of pro bono service prior to being admitted to the New York Bar. To help students meet this requirement, the Office of Public Interest and Pro Bono is working on arranging a fall or spring break trip for interested students. For more information, please speak with Kim Burrucker, the Director of Public Interest and Pro Bono. She can be reached at Burrucker@law.duke.edu or 919-613-9001.

**California Bar Exam:** There are two different ways in which for foreign-educated applicants to become eligible to sit for the Bar Exam. The first (and easy) way is reserved for applicants who have been already admitted to the bar of their home country. First, the applicant will need to obtain a certificate of good standing from their home country jurisdiction. Additionally, in the event the applicant does not have a U.S. social security number, s/he will need to request an exemption from that particular requirement by completing and submitting the “Request for Social Security Number Exemption” form. Please see Appendix C of this handbook for additional information.

If, on the other hand, you are not admitted in your home jurisdiction, the process for becoming eligible for the California Bar Exam is far more difficult. In short, you will need to complete a year of legal education in the U.S. at an ABA accredited law school with a minimum of 20 credits, 12 of which must be in subjected tested by the California Bar Examiners. More importantly, one of these courses must be Professional Responsibility, which covers the California Rules of Professional Conduct. Please see Appendix C of this handbook for additional information.

For additional information, please refer to the website of California Bar Examiners, available at: http://admissions.calbar.ca.gov/Education/LegalEducation/ForeignEducation.aspx

**Texas Bar Exam:** Texas has significantly relaxed its LLM eligibility requirements for U.S. LLM graduates who are authorized to practice law in their home-country jurisdiction. Under Rule XIII(4), LLM graduates whose course of law study is substantially equivalent to that of a U.S. J.D. degree and who are admitted in their home country jurisdiction are eligible to sit for the bar exam as long as they satisfy the requirements of Section 8 of Rule XIII, which proscribes a course of study substantially similar to that of the New York bar Exam (24 credits in specific courses). For detailed information, please see Texas Rule Book: http://www.ble.state.tx.us/rules/newrules/currentrulebook.pdf along with the FAQs at http://www.ble.state.tx.us/pdfs/Forms/FAQs_Rule_%20XIII_Final.pdf

**Georgia Bar Exam:** Georgia has recently joined New York and California as one of the few states offering admission to LLM graduates from non-common law countries. Under Georgia’s rules governing admission attorneys educated outside the U.S. may sit for the bar exam provided they: (1) received their degree from a foreign law school that is accredited by their government or relevant bar authority, (2) are authorized to practice law in foreign jurisdiction; and (3) have been awarded an LLM degree by a law school accredited by the American Bar
Association ("ABA"), which meets Curricular Criteria adopted by the Georgia Board of Law Examiners. See Part B, Section 4(c) of the Rules Governing Admission (https://www.gabaradmissions.org/rules-governing-admission). The criteria, as set forth by Georgia Board of Law Examiners, require students to complete 26 credit hours of instruction, including a number of specific subjects. For a full list, please see: https://www.gabaradmissions.org/criteriallm.

**Washington State Bar Exam:** Effective January 1, 2014, LLM graduates are eligible to take the Washington State Bar Exam as long as they meet the requirements set forth in rule APR 3, which states, *inter alia*, that students who graduate from an ABA-approved law school and have taken 26 credit hours of instruction in specific subjects, are eligible for admission. For more, please see APR 3(b), available here: http://www.wsba.org/Licensing-and-Lawyer-Conduct/Admissions/Rules-and-Regulations
Chapter 4: The Job Search

Every successful job search begins with self-assessment. According to Deborah Arron, author of *What Can You Do With a Law Degree?*, self-assessment for lawyers involves answering three basic questions:

1. **Who Am I?**
2. **What Do I Want?**
3. **What Am I Willing to Give up to Get What I Want?**

When you answer the first question, think about your interests and skills. What motivates your professionally and what type of practice appeals to you most? In answering the second question, ask yourself about your career plan and goals for the future. Next, evaluate how prior work experiences shape your current professional goals. Finally, to answer the third question, carefully evaluate how much time and effort you are willing to sacrifice to achieve your objective. Remember also that your answers may change as you learn and grow during your LLM year at Duke, and it is important to remain flexible and open to new opportunities. Be prepared to explore several goals and avenues to employment simultaneously. Finally, to successfully market yourself to potential employers, be sure to have given these questions considerable thought. If you do not know the answers, neither will the employer!

### A. Identifying Potential Opportunities

Following self-assessment, the next step in any successful job search is to identify and contact potential employers by conducting in-depth research into your target markets. The CPDC provides many resources to LLM students through its programming.

- Review the event calendar and attend career-related programs
- Talk to Duke Law School Faculty. If you know of a faculty member who teaches a class related to a practice area you are interested in, make an appointment to meet with him or her to get advice and discuss job opportunities
- Fill out the opt-in form in Addendum I to make sure your contact information can be shared with potential employers
- Many international alumni are willing to discuss their practice area, city, and organization. Oleg Kobelev maintains a list of international alumni mentors who would be willing to speak with you about possible career choices.
- Before contacting the alumni and faculty members, be sure to discuss proper outreach strategies and etiquette with Oleg Kobelev.
B. Electronic Career Search Resources

1. Law Firm Websites

The following is a partial list of websites that might be helpful to you. Some will help to identify employers, some to seek networking opportunities, and others actually list either summer jobs, permanent jobs, or both.

- **NALP Directory** ([http://www.nalpdirectory.com](http://www.nalpdirectory.com)) profiles hundreds of law firms and large non-profit and governmental organizations. It also gives students the option to narrow their search to employers who have expressed interest in hiring foreign LLM students.

- **Chambers USA and Chambers Global.** These two publications, available in book form in the Career Center and online at [http://www.chambersandpartners.com](http://www.chambersandpartners.com) rank law firms and individual attorneys by state and practice area from a client’s perspective. As with any rankings, you should not give too much credence to the order in which the firms are listed and certainly should not dismiss a firm simply because it is not included.
**Rival Edge Research.** Rival Edge is the latest research tool at Duke Law, allowing students access to pertinent, inside information on more than 400 law firms—and their attorneys—in 70+ countries and every state in the U.S. Rival edge monitors firms’ websites, news sources and social media to capture up-to-the minute information on law firms that matter most to you. To create your personal account and start utilizing this amazing tool, go to www.rivaledge.com, and Log in with your Duke email address & the password: Duke15@.

2. **General Legal Search:**

- The American Bar Association ([http://www.new.abanet.org/careercenter](http://www.new.abanet.org/careercenter)) provides career advice and resources. The Job Board contains online job listings, although many of the posted jobs require experience.
- Counsel.Net Attorney Job Center ([http://www.counsel.net](http://www.counsel.net)) contains job postings by geographic area, including some international. You can sign up to have job postings emailed to you as they become available online. The site also has chat boards.
- Association of Corporate Counsel ([www.jobline.acc.com/jobs](http://www.jobline.acc.com/jobs)) contains links to in-house legal job opportunities with major American and international companies.

Other websites with legal job postings include:

- [http://jobs.lawbulletin.com](http://jobs.lawbulletin.com)
- [http://www.lawcareers.net](http://www.lawcareers.net) (British site)
- [http://www.lex.net](http://www.lex.net) (British site)
3. **Public Interest, State Government, and Non-Profit Resources:**

- PSJD.ORG ([www.PSJD.org](http://www.PSJD.org)) lists summer jobs, career fairs, places to apply for funding for a public interest job, and more. It also contains links to many other resources for finding jobs with a more particular focus (Federal and State Government, Environmental, Civil Rights, Native American Issues, Women’s Issues, etc.).
- The Idealist ([www.idealist.org](http://www.idealist.org)) has listings of domestic and international nonprofit organizations, including postings for internships and jobs.
- Derechos Human Rights ([http://www.derechos.org](http://www.derechos.org)) and its sister group Equip Nizkor are international organizations working for the respect and promotion of human rights all over the world. Under the Communications Links heading, there is a directory of web sites as well as names and information on international organizations and Non-Governmental Organizations.
- Environlink ([http://www.envirolink.org](http://www.envirolink.org)) is a directory of environmental organizations and also lists job and internship postings.
- National Legal Aid and Defender Association ([http://www.nlada.org/Jobs](http://www.nlada.org/Jobs)) provides legislative updates, information on civil legal and public defender related legislation, and NLADA conferences. Job listings can be found by clicking on Job Opportunities and are organized by region. Jobs are posted by civil legal services, defender organizations, public interest organizations, and academic institutions.

**C. Networking**

Consistently, the job search method that has proven to be the most effective for LLM students in finding jobs has been using their prior contacts to arrange for an opportunity to work in the U.S. The most common example of this approach is to approach a U.S.-based employer who has a relationship with your past or current employer back home. Alternatively, someone in your professional or familial network of connections may have a relationship with an employer – but you will never know about it until you ask!

Make a list of people you know who may have valuable information about careers or contacts to potential employers. Examples include family and friends of family, current and previous work contacts, acquaintances from social groups, churches, or activities, alumni you know from your home country law school, Duke Law alumni, and current or former professors. Ask the people you know for further referrals.
The next step is to engage your list by targeting specific employers that you have identified through researching your target markets as described in section A of this Chapter.

Below are some basic rules for networking:

✓ Ask contacts for information, not a job. For some examples of emails asking for advice and direction, please see Appendix F.
✓ Contacts are most helpful when you can ask them something to which they can respond positively. For example, ask for advice, resources about a particular field or practice area, information about career opportunities, or a critique of your résumé. Asking for a job prematurely may end the conversation quickly. If contacts are impressed with you, they will inform you about potential jobs.
✓ When you meet contacts, focus on them, not yourself or your own needs. Ask them about their day-to-day work activities, what they like and dislike most about their job, what led them to choose the career path they have chosen, what they would do if they were in your position, etc.
✓ Although you are not asking the contact for a job, treat all interactions with the same professionalism and courtesy you would an interview.
✓ Make sure your contacts have all the relevant information about you. You may provide them with a résumé and update it when necessary. Don’t expect the contact, however, to do the heavy lifting. It is your job search and should always remain in your control, unless your contact suggests otherwise.
✓ You can ask contacts to refer you further by asking, for example, “Given my interests and background, is there anyone else you suggest I speak to?”
✓ Give positive feedback. Thank contacts for their time in person and in writing. Let them know specifically how you’ve acted upon their advice.
✓ Keep good records of whom you spoke with and what you discussed. One method that many students found useful was to keep an Excel spreadsheet listing the names of people you have contacted, the dates when you contacted them, and some other basic information.

The Hidden Job Market: According to some estimates, over 80% of all job opportunities are not advertised. These jobs are filled through networking. To be able to take advantage of these opportunities you must begin building a robust network of connections – a network that will serve you well throughout your professional career!

Networking within Duke Law: One of the best networking resources available to you right now and right here are the faculty members and your fellow LLM and J.D.
classmates. It is of vital importance that you begin building long-lasting and productive relationships with your professors, as they have consistently been among the best resources for students looking for networking advice, recommendations, and job opportunities after graduation. To accomplish this, do your best to be prepared for, attend, and participate meaningfully in class. As for your J.D. and LLM classmates, while they may not in the position to help you right now, they will become a rich source of business connections and relationships down the road.

 Networking in Social Situations: Duke Law hosts a large number of social events during the year: parties, conferences, and career receptions are all great opportunities to meet people who may have knowledge and experience in a geographic or practice area of interest to you. Be sure to check the Duke Law Calendar and the Duke Daily News for a digest of various events happening that week or that day.

Below are some additional tips on networking in this context:

Before the Event:

✔ Study any list you can find of people attending. Decide in advance whom you will try to meet.
✔ Make sure to dress appropriately. Most events specify what type of dress is appropriate. “Dress attire” means a business suit; “business casual” refers to nice slacks or khaki pants and a dress shirt for men. For women business casual means worn with a neatly-pressed collared shirt or sweater. Sleeveless shirts, sandals, t-shirts, and jeans are never acceptable in a business setting. If in doubt, be safe and dress formally.
✔ Resolve to be brave. It is very tempting to spend your time in a social setting with fellow classmates but the potential benefit of meeting and mingling with perspective employers is invaluable. Do not be afraid to converse with people you don’t know – that’s the whole point of networking!

At the Event:

✔ Avoid controversial topics: do not discuss religion, politics, or money when meeting people you do not know. Although in some countries spirited political discussions are enjoyed by all participants, Americans tend to avoid such topics at professional events.
✔ Approach strangers and introduce yourself with a smile and a handshake. State your name clearly. Look the person in the eyes. Shake hands; Americans expect a handshake rather than a kiss or a bow.
✔ Remember that in networking, quality always trumps quantity. Try to learn as much as you can about each person and don’t worry about
meeting as many people as possible. It is better to make one meaningful connection than to have ten perfunctory conversations.

- Wait for an appropriate opportunity or the end of the conversation to ask for a business card or offer your own. Unlike many other cultures, Americans have no social norms about presenting or receiving business cards. Do not be offended if the person does not have a card and offers to write his/her email address on a piece of napkin or puts your cards in a pocket after writing on it. Although unusual, this kind of behavior is not unexpected.

**After the Event:**

- Review any business cards you receive and make notes about the people you spoke with and topics you discussed.
- Follow up by email with any person with whom you made a connection, if appropriate. Reference the setting at which you met and something you discussed. Remember: a boilerplate impersonal follow up email is a waste of time!

**Networking online:** Over the past few years, global professionals have increasingly been drawn to LinkedIn (www.linkedin.com), a professional social-networking website. It is strongly recommended that you create a profile on LinkedIn. Not having an online profile may make you look “out of touch.” **For helping in creating an account, please see Addendum II.** If you already have an account, make sure your information is current. Be sure to search for and connect to Dean Kobelev on the website in order to take advantage of his extensive contacts within Duke and non-Duke alumni networks.

**D. Job Fairs**

The main LLM job fair in which Duke Law participates is the NYU International Student Interview Program (ISIP). ISIP brings together over 1,100 LLM candidates representing 75 countries to meet and interview with more than 120 of the top legal employers in the world. Although a few employers are interviewing for positions in the United States, the vast majority of opportunities are outside the United States, most often in home countries of the employers or their international offices. While working in one’s home country, at least initially, is the prevailing norm, many of our graduates were sent back to the United States by their law firms after several years of practicing in their home markets because of their Duke LLM training.

You will receive additional information about participating in ISIP during the fall semester. In the meantime, you can take a look at the ISIP website at: www.law.nyu.edu/depts/careerservices/isip
While ISIP is reserved exclusively for LLM students, Duke Law participates in a number of other programs both on and off campus throughout the year. Among the highlights is the ESQ Career Symposium. This signature event brings employers from around the United States to Durham to meet students and offer insights and advice on professional life and career development.

**International Student Reception and Dinner:** The day before ISIP, all Duke Law LLM students are invited to a New York reception where they have an opportunity to meet international employers interviewing at the Job Fair. On average, 100-120 ISIP employers attend the event, providing Duke Law students with a great opportunity to meet and impress these employers before their interviews the next day. The reception is sometimes by a dinner, attended by Duke Law alumni, which provides students with another excellent opportunity for networking and establishing ties with the alumni network.

**E. Wintersession**

Wintersession is a week-long optional program taking place between the Fall and Spring semester, which provides J.D. and LLM students with a number of practical professional skills through short, hands-on courses specifically targeted at developing important lawyering skills such as contract drafting, taking a deposition, creating a business entity, etc.

In addition to practical skills development, Wintersession provides LLM students with a unique opportunity to meet and interact with prominent law firm partners and in-house counsel who teach Wintersession classes. More information about Wintersession will be forthcoming later in the semester; but consider keeping your Winter Break options open so that you are able to participate in this exciting new program available only to Duke Law students.
Chapter 5: Résumés, Cover Letters and Other Correspondence

To effectively look for a job in the United States, you must prepare a U.S.-style résumé and cover letter. This chapter also provides guidelines for transcripts, writing samples, and reference lists. After reading this section, please review appendices E—F for examples of sample U.S.-style résumés and cover letters.

A. Creating a Résumé

To effectively look for a job in the United States, you must prepare a U.S.-style résumé. Your goal in creating this résumé is to make it an effective marketing tool for an American audience. This means that:

1. You must portray your education and experience in the most favorable light possible in order to convince a prospective employer to take a closer look at you, and

2. The information must be presented in the format that Americans expect.

Items to REMOVE From Your Résumé

- Personal data – such as birth date, marital status, religion, children, or physical health. These subjects are not legally permissible interview topics in the United States.
- Title—such as “Résumé of Robert Smith.”
- Job objective—instead, express your career plans in a cover letter.
- Computer skills - everyone has basic skills these days. Only list computer programming or similar skills that are relevant to a science degree or background.

Format

Although formats vary, all Duke Law students are expected to follow the format contained in Appendix G of this manual. A uniform format allows employers to find the information they seek in the places they expect to find it. See also Appendix H for an example of a Duke LLM student’s résumé.

In most circumstances, Americans expect résumés to fit onto one page. Studies indicate that an employer spends an average of only 15 seconds looking at each résumé when it is first received. If your résumé is longer than one page, an employer may conclude that you are unable to present materials succinctly. Experienced lawyers with several years of practice who find it difficult to reduce their qualifications to one page may want to prepare a "Representative Deals (or Case) List" as an attachment to their résumés.

The visual aesthetics of your résumé can be very important. Use bullets, "white space," and font to make your résumé easy to understand at a glance. Varying font sizes and styles can help you include more information, and the use of bold
and italics will help you emphasize certain items, such as the names of schools and employers. Avoid using too many different typefaces or graphics, however.

Use short phrases rather than sentences. Use active verbs and avoid the use of personal pronouns in the résumé.

Many employers will reject a résumé with typographical, grammatical and spelling errors. Please proofread very carefully and then ask an American friend or staff member to review your résumé. Do not rely only on computerized spell-checkers because you might misspell the word you mean by producing another word that happens to be correctly spelled. See below for special format considerations for résumés sent by email.

**Name, Address, Telephone, Email**

Center your name in bold type at the top of the page. If you go by your middle name, you should use an initial for your first name; for example, if your name is “Eva Maria Gabriëlssoon” and you go by “Maria,” you should consider using “E. Maria Gabriëlssoon.” While you should not use an informal nickname on your résumé, if you go by a name that is very different from your full name, or if you have chosen an “American” name, you may wish to include it on your résumé, e.g., "Weeravej (William) Sirichatchai."

Typically you will use a local address and a permanent home address (from your home country), one justified with the left margin and one justified with the right margin. Be sure to include your Durham telephone number and Duke email address so that employers can get in touch with you.

**Education, Educational Honors and Activities, and Grades**

Because you are currently a student, it’s logical to begin the body of the résumé with your educational background. Use “Education” for the heading, which can be centered but is usually flush with the left margin. List institutions attended in reverse chronological order, with honors, activities and perhaps grades (see below) listed under the respective academic institutions at which you received them. List Duke University School of Law first, and be sure to include the city (Durham) and state (North Carolina). Indicate the degree for which you are a candidate (LLM) and the month and year you expect to get the degree.

You should list any graduate programs you attended and then "undergraduate" program(s) following the above format, also including the city and country in which they are located. Be sure to explain any degrees that might be confusing to Americans and, if appropriate, consider adding the name of your degree in your native language in parenthesis. This could be particularly useful if a reviewing attorney is familiar with the legal education system of your home country. Finally, you should not list any pre-university education, except—and always under “Additional Information” category—
studying at an American or English-speaking high school, which indicates fluency in English.

**Honors and Activities**

List your educational honors under the respective academic institutions at which you received them. Include any honors that indicate a high level of academic performance, and explain their significance if necessary [e.g., "Presidential Scholarship (awarded to top 5% of students)"]. Be sure to include any nationally-recognized honors. Latin honorifics and acronyms (i.e. *magna cum laude*) should be italicized. If you received a scholarship or grant to pursue your LLM degree, be sure to include that to the right of the “Honors” subheading, below the "Duke University School of Law." If you completed a thesis or major paper, you may want to indicate the title of your thesis in italics under the appropriate educational degree.

Finally, be sure to include any university team sports, positions of leadership, and community organizations in which you participated, as employers view these as an indication of your ability to cooperate and achieve a common goal. Likewise, if you participated in academic competitions such as moot court competitions, these should also be listed.

**Grades and Class Rankings**

Grades and class rankings do not have to be listed on a résumé. Your résumé is a marketing tool designed to highlight your strengths; if your grade point average ("GPA") is an asset, you may list it. For Duke grades, round to the nearest hundredth, e.g. 3.33. Similarly, if your university published rankings of students, you may list your ranking. However, if your GPA or ranking is not outstanding, you do not need to list it.

**Experience**

The next category is "Experience." Begin with the most current or recent position you have held and work backwards chronologically. Do not leave large gaps of time unaccounted for, as you will waste precious interview time explaining these gaps. It is not necessary to list every job or internship you have had, however, particularly non-legal jobs you held while a student.

In formatting this section, typically the name of the employer should be first, then the location (city and country), the dates (months and years), and then your position title. Following the position title, you should include a brief job description. If this section on your résumé is not particularly lengthy, you may also include activities from your law school experience, such as Teaching or Research Assistant.

When describing the work you did, be succinct and use action verbs. Avoid phrases such as, "My responsibilities included writing/reading/researching...." Instead, say "Wrote/read/researched“ or use other action verbs (see
Appendix I for a list of suggested "Action Verbs." Use the past tense unless you are currently doing the job. In choosing which experiences to include in your job description, ask yourself the following:

1. What were my primary responsibilities?

2. What major tasks or projects did I undertake?

3. What specific examples of my work show my skills as a lawyer (even if this was a non-legal work experience)?

Bar Admission

Include a separate bar admission category if you have passed or a qualified to practice law in your home country or in one or more U.S. states. If you are low on space, you may include Bar Admission as the first line under the "catch-all" category, called “Additional Information” (below).

Additional Categories

All of your miscellaneous information should be grouped under the category “Additional Information.” Most LLMs should include their language skills, indicating level of proficiency. Although not required, an Additional Information section could provide a good starting point for an interview. Use this category if you have a hobby that is out of the ordinary or demonstrates dedication, such as backpacking, running marathons, SCUBA, Flamenco dancing, or playing a musical instrument with a high degree of skill. Reading and traveling are examples of interests held by almost everyone and are, therefore, too commonplace to include in this category.

If you have published articles, a separate Publications section can be used. A lengthy list of publications that makes the résumé longer than one page can be produced as a separate document and attached to the résumé.

B. Tailoring your Résumé

Although the basic formatting and style of your résumé will remain the same, you should consider tailoring your résumé to different employers by emphasizing one set of skills over others or including additional descriptions to demonstrate your competence in a particular area. The need for tailoring is particularly acute because employers are increasingly relying on computerized programs to conduct the initial résumé screenings. These programs scan applicants’ résumés for key words relevant to the job (i.e. tax, capital markets, cross-border, Mandarin, etc.). Only résumés that pass the initial screening are then submitted to a live person for review.

In light of this reality, it becomes more imperative than ever for the applicants to tailor their descriptions in the “Experience” section to fit the profile of the job being advertised. This need not be a laborious process and minor
adjustments are generally sufficient as long as the job being applied for is a good fit with the applicant’s experience and education.

C. Attachments to the Résumé

References

Americans do not expect to receive reference letters with résumés. A list of References can be helpful, however, produced as a separate document and attached to your résumé. The reference list should include at least your name at the top and may also include your address. The list should have at least two references: an academic, preferably a Duke Law School professor; and an employer who knows your work. (It is not likely that a Duke professor will be able to serve as a reference until the second semester following the results of your exams.) Of course, you should seek permission before you list someone as a reference. Likewise, you should provide each reference with a copy of your résumé. When you list references, you should include their name, relation to you, and telephone number. Employers typically contact references by phone if they check references. Please see Appendix J for an example of a reference list.

Representative Deals List

Attorneys with experience in large national or transnational commercial transactions or cases may wish to prepare a Representative Deals (or Cases) List enumerating and discussing projects you have worked on as a practicing lawyer. This list should use action verbs and mention major transactions or cases in which you played a significant role, as well as describing what work you performed. Please see Appendix K for a sample Representative Deals list.

Publications

If you have an extensive list of publications, you will need to decide whether the employer to whom you are writing will want to see them or not. If the publications are relevant to its core business or demonstrate a particular expertise in a related subject area, consider adding a separate sheet of paper, listing your name, your address, telephone and email, and the title “Publications” at the top of the page. If the publication was not written in English, consider translating the title but indicate in the parentheses the original language in which it was written so as not to mislead the reader.

Transcript

Duke’s Registrar’s office is able to provide you with an electronic copy of your Duke grades, commonly referred to as “unofficial transcript.” You can also
create an unofficial transcript yourself following the format described in Appendix L.

D. Writing Sample

You will ordinarily not need to supply a Writing Sample with your résumé. Only when employers are seriously considering you will they require a writing sample. If a sample is requested, work submitted for the Legal Analysis, Research and Writing course may be useful. Alternatively, you may consider using a legal memorandum written in English from your previous employer. When using a document produced for a client, make sure to redact any privileged, confidential or sensitive information before submitting it as a writing sample.

Some employers may specify that they want writing samples of fewer than 10 pages. Others may ask for five or fewer pages. Still others request "short" samples, which they expect to be less than 15 pages.

If you have a longer writing sample, you should consider omitting some of it to fit the suggested length. If it is a legal memorandum or a brief, consider deleting your Facts section and replacing it with a short summary. You may also cut one if your sub-issues, retaining the ones with the most sophisticated analysis. If you decide to use an example from the Legal Analysis, Research, and Writing course, please consult your instructor for advice on adapting the assignment into a writing sample.

**Cover note:** A good writing sample should be accompanied by a cover note that includes your contact information and a short description of the sample. A writing sample cover note is something distinct from the cover letter that you will include with most job applications. The cover letter details your interest in a position and specific qualifications that you may have for it. A cover note for a writing sample introduces (very succinctly) your writing sample and provides whatever critical information that a reader might need to know about it. It is also the place to describe what you’ve omitted if you had to shorten your sample. Always offer to provide the entire document on request. Please see Appendix M for an example of a sample cover page.

**Formatting:** Consider adding a “footer” to your writing sample with your name and the word “writing sample” in the title (e.g., “Oleg Kobelev, Writing Sample”). This will cause the your name to show on every page, ensuring that the reviewer knows to whom the writing sample belongs, should the cover page be separated or lost.
E. Cover Letter

The cover letter is an important marketing tool in the job search process. The cover letter serves two purposes: first, it provides the reader with information regarding your career-related intentions; second, it identifies and attracts attention to something about you that is unique, interesting, and desirable in the context of potential employment as an attorney. Often LLM students feel as if they are bragging by advancing their qualifications in an American-style cover letter, but this type of "self-promotion" is expected by U.S. employers. Remember, just like the résumé, a cover should be viewed as a marketing device.

The cover letter will enclose your résumé and allows you to explain your qualifications in more detail. A strong cover letter can make the difference between getting your résumé noticed (and getting an interview) and having your résumé rejected. The cover letter is typically your first contact with a legal employer. It is, in fact, your first writing sample that the potential employer will read. Therefore, as with any other writing sample, your cover letter should be concise, clear, and persuasive.

Finally, before you can write a good cover letter, you must have specific information about the employer’s work and understand what you have to offer to this employer. Please see Appendix N for an example of a cover letter.

I. Format

Font: Use the same typeface and 10-12 point font for your cover letters and résumés.

Address: Your home address in North Carolina will be positioned six lines from the top edge of the page and aligned to begin at the center of the page. The date you mail the letter will appear two lines below your city, state and zip code.

Recipient: You should always direct your cover letter to a specific person. Deciding whom to write will take some research on your part. The most common choices are an employer’s recruiting coordinator, a firm’s hiring partner, the head of a practice group in which you are interested, someone you know who works for the employer, a Duke alumnus, or a lawyer from your home country working in the firm. If you cannot find the intended recipient, address the letter to “Dear Sir or Madam.”

Check on employers' websites to see if they have a preferred procedure for employment applications. You should follow that procedure, but you may also want to send your résumé to someone who will take a personal interest in it. If you decide to send your résumé to two people at the same employer –
for example, the recruiting coordinator and a Duke alumnus – indicate in your cover letter that you are also submitting your résumé to the other person by including the “CC:” notation at the bottom of the letter (below the your signature line and enclosure notation) and listing the other person who is being copied.

American lawyers admitted to a state bar are referred to in the heading as "Esq."(see below), without "Mr." or "Ms." The recipient’s name, title (if applicable), employer (firm, agency or company), and address will be blocked four lines below the date and aligned with the left margin.

Greeting: The greeting should appear two lines below the addressee block and should always be as follows: "Dear Mr. [or Ms.] Jones:". Use the recipient’s title (Mr. for men; Ms. for women) with only the recipient’s family name, not the given name. Do not use "Esq." in the greeting. If you are not sure from the given name whether the person is a man or a woman, try to find the person’s photo and/or profile on Facebook, Linked-in, or elsewhere online.

Body: The body of the letter should be single-spaced and may be printed in either block-style with no indentations for each paragraph or in semi-block style with each paragraph indented five spaces. It should be left – but not right- justified. A double space should separate the paragraphs.

Closing: The closing is positioned two lines below the last line of the body and should be aligned with the address of the recipient. "Sincerely" is usually the best closing unless you have already had contact with the person, in which case "Best regards" would be appropriate. The signature line is aligned with the closing and should be positioned four lines below it. You may note an Enclosure” two lines below the signature line, flush with the left margin.

II. Content

A. Introductory Paragraph

This should define your current status ("I am a student in the LLM degree program at Duke University School of Law...") and explain briefly why you are writing ("...and am interested in being considered for a 6-12 month internship term beginning . . . "). If you want to be considered for a longer-term, say that you are applying for a position as an associate. There is not a lot of room for creativity here. However, if you have an extraordinary way of creating an immediate and positive first impression (e.g., "Having decided to attend Duke Law School after winning my second Nobel Peace Prize, I am ..."), you might consider this approach. Also, if you have a particular contact at the firm, it should be noted in the first sentence, for example, "Jacques Doyenne, an attorney in your Paris office, suggested I contact you."
At the end of this paragraph, you should include a "thesis" sentence where you summarize the reasons the employer may wish to hire you. You will expand on these strengths and qualities in paragraphs three and four.

B. Second Paragraph - Interest In the Employer

The second paragraph should highlight why you are writing to this particular employer. This paragraph should make clear how the employer’s practice is connected to your country or your skills. With regard to the firm’s practice, this is an opportunity for you to demonstrate that you are an informed lawyer. In no more than two sentences, explain what it is about the employer that generated your interest (practice areas, reputation, a recent matter handled by the firm, acquaintance with members of the firm, firm size). The more specific you can be, the better. If possible, express your interest with enthusiasm. An employer should feel that you have devoted some thought to your selection process.

C. Third Paragraph - What You Bring to the Position

The third paragraph is where you will "sell yourself," describing in more detail those skills and personal attributes that you identified in step 1 above. This paragraph should emphasize how you can help the employer rather than how the employer can help you. Your goal here should not be to reiterate facts obvious from your résumé but rather to

- Establish markers of excellence that an employer expects from an LLM, such as Duke grades (if they are strong) as well as excellent legal writing and research skills;
- Set forth something about yourself that separates you from others in a positive way. A distinguishing qualification may be derived from a practical work experience in your country; leadership or volunteer activities while at Duke; or an academic experience in your home country.
- Demonstrate your dedication, diligence, creativity, energy, perseverance, commitment, attention to detail, ability to assume responsibility, or work ethic by using specific facts to illustrate these qualities. Strive to compose something that the reader will remember one hour later.

D. Concluding Paragraph

State your interest in a personal interview at a mutually convenient time and place. If you plan on traveling to the reader’s city on a certain date, you should indicate this fact. You may say that you will telephone to arrange an interview time. Offer to provide any additional information and express your thanks for his/her consideration. You might conclude with "Thank you in advance for your consideration. I look forward to hearing from you soon."
III. Form Letters

If you plan to contact a large number of potential employers, you may be tempted to write one letter to send to all. This would be a mistake. A generic "form letter" is bland and conveys a low level of interest in the particular employer. A good compromise is to create a strong general letter that you can particularize for each employer, using some information about the employer that you found during your research in part 1 above.

F. Printing and Emailing Application Materials

Printing

With the availability of sophisticated word processing software and printers, you should have no trouble printing your résumé, cover letter, and other attachments. Your résumé and cover letter should be printed on white or a neutral color (ecru, very light gray) bond that has at least 25% cotton or rag content.

Email

In the United State most employers now expect job applicants to email them their application materials. When doing so, please be sure to convert all your documents to Adobe Acrobat format (PDF). This way, you can be sure that they can be opened by the person who will receive it. It is also customary to name your files using the following format: Last name, first name, name of attachment (e.g. Kobelev, Oleg, Résumé). The subject line should highlight the connection to the receiver (e.g. “Duke Law” or “Brazilian Attorney”). In addition to attaching your professional materials, be sure to briefly state in the body of the e-mail why you’re writing and what the attachments are.
Your application materials set forth facts about you, but it is the interview that gives you an opportunity to bring your résumé to life and to demonstrate your professionalism, intelligence, and enthusiasm. In the U.S. there are two basic kinds of interviews: the 20 or 30 minute screening interview (which typically occur at job fairs) and longer “callback” interviews at an employer’s office, which usually involve meeting several attorneys for 30-45 minutes each.

To help you prepare, review below guidelines and be sure to practice your interviewing techniques BEFORE you go to the real interview.

A. Interview Preparation

Part of your preparation should include learning to be an “active” interviewee. While a passive interviewer may provide good responses to interviewers’ questions, he or she lacks effective interview skills by failing to take charge of an interview, even if only briefly.

To "take charge" of an interview, you must first research the firm, its attorneys, and its clients. Not only should you read the firm’s résumé, but also newspapers and other legal publications for news about the firm’s growth, legal victories, and other noteworthy events.

This research will allow you to prepare thoughtful questions that will make you stand out. Unique questions not only demonstrate your ability to interview, but also your positive commitment to and interest in the firm.

Please see Appendix O for commonly asked interview questions and sample questions to ask the interviewer.

Making a Positive Impression

Before you interview, you should carefully assess the positive qualities that you can offer. These may include your experience, connections, writing ability, or personality. If you cannot convince yourself that you have something to offer, it will be impossible to convince an interviewer. Some of you may believe that promoting yourself indicates a lack of humility. But Americans expect you to promote yourself and to persuade them that you would be a positive, persistent, and resourceful employee.

Further preparation for interviews includes studying possible questions that may be asked and thinking about potential answers. You do not need to memorize answers, nor should you deliver your answers as if they were rehearsed. However, practice interviews are an excellent idea. Duke’s LLM Mock Interview Program, which usually takes place in early January, offers students an opportunity to hone
their interview skills with Duke alumni and staff. Take advantage of this opportunity!

**The Dress Code**

Before you go into an interview, remember that how you dress is important. Your attire should reflect your professionalism and contribute to your confidence level. Make sure your clothes are clean, neat and in good repair. Shoes should be shined and well-heeled. If you smoke, avoid smoking in your interview suit – the smell will linger during your interview!

You want to stand out because of your credentials, not your outfit.

**B. The “Screening” Interview**

The first few minutes of the interview are very important because they set the tone of the interview and have a major impact on how the recruiter views the applicant.

When you go into the interview room, shake your interviewer’s hand firmly, make good eye contact, and smile. You may remember the interviewer’s name better if you respond when you shake hands by using his or her family name, saying, “It is nice to meet you, Mr. (or Ms.) So-and-so.” Do not use the interviewer’s first name unless he or she instructs you to do so.

Interviewers will assess your questions and responses not only in terms of their informational content, but also in the manner in which they are asked and answered. Your sincerity, enthusiasm, candor, humor, precision, and style are among the many aspects that will affect the impression you make. Employers look for people with both sound academic and interpersonal skills.

Answer questions directly and honestly; your self-confidence says more about you than almost everything else. Never apologize for shortcomings; instead, prepare confident responses and anticipate potentially uncomfortable questions. Interviews are also never the appropriate place to complain, because interviewers will assume your negative attitude will continue during your employment.

As a rule, you should not take notes during the interview. With only 20 minutes to make a positive impression, this time is better spent concentrating on the interviewer and his or her questions. If you have a transcript or a writing sample, put them in a portfolio and bring them out when necessary. If you take a portfolio with you, set it on the floor next to your chair. Do not be overfamiliar, such as leaning on the interviewer’s desk.

After you leave the interview, take a few moments to make some notes about the interview, your reaction to it, what was said, and your impression of the interviewer(s) and the firm. These notes will help prepare you if you are invited for a second visit.
C. The “Callback” Interview

U.S. firms usually will invite applicants who impress them during the first interview for further interviews at the law firm (a “callback”). This second round of interviews may be a bit more relaxed than your initial interview, as you have already proven yourself with at least one of the firm’s attorneys. Your callback interview will likely involve a series of 20- to 30-minute interviews in individual attorneys’ offices, perhaps followed by lunch with younger attorneys.

It is acceptable to phone the recruiting coordinator in advance so that you can learn the names of your interviewers and research their background and practice areas; these areas make excellent interview topics. You may also ask about interesting things in the interviewer’s office, such as photographs, plaques, or college memorabilia.

Don’t worry if you find that you ask more than one interviewer the same question throughout the day; it is acceptable to seek different perspectives on the same issue. Remember that everyone who interacts with you at the firm may be assessing you and whether you will fit into the firm’s “personality” as well. Be courteous to everyone you meet, from the senior partner, to the recruiting coordinator, to the receptionist.

D. After the Interview

As soon as possible after the interview, you should write thank-you letters to the interviewers. It may not be necessary to write to everyone you spoke with during a callback interview, but do write to everyone with whom you had a meaningful conversation.

In writing thank-you letters, the goal is to confirm your interest in their firm and to elicit a response. Remind interviewers of some concrete fact about you that you want to highlight, or refer to some part of your conversation that will help them remember you.

Thank You Letter Structure

The first paragraph should combine thanks with context. Polite openings are, “I enjoyed meeting you on [date]” or “Thank you for the interview I had with you on [date].” In the second paragraph state your interest in working with the firm, give concrete reasons for your interest, and state why you would be good for the firm. A third paragraph is optional. It might refer to some concrete or personal fact that you discussed that made a connection to the interviewer. It might also refer to enclosures you have been asked to send, such as transcript or writing sample. The final paragraph should repeat thanks, offer to answer further questions, and indicate that you are awaiting a response. Please refer to Appendix P for an example of a thank you letter.
Giving Duke Permission to Share Your Information:

As the academic year gets underway, certain employers may wish to contact you directly to share invitations for receptions and other programming related to recruitment; typically, they are raising awareness of their locations, practice areas, unique strengths, and similar topics. In order for your information to be released to employers upon request, you must affirmatively agree to allow Duke to release this information to prospective employers via survey link below.*

http://tinyurl.com/DukeLLM-Opt-In

* Unless you have clear reasons for not wanting to be known to employers recruiting Duke students, we strongly suggest you provide the information requested.
Addendum II: Using LinkedIn

A. In a nutshell
LinkedIn is a social networking website used by over 225 million people in 200 countries. Unlike Facebook, its main rival in terms of size, LinkedIn is designed specifically for professional networking and can be helpful to students seeking to establish a professional presence and expand the circle of their professional contacts. For legal professionals, LinkedIn has become an essential tool to maintain professional relationships, find professionals with whom they share common interests, and staying in touch with former colleagues.

LinkedIn Profile
Your profile is the foundation of your LinkedIn presence and should describe your career history and education. Do not forget to include a photograph of yourself dressed in professional attire. You should list your educational accomplishments and provide clear and succinct descriptions of work experiences using the same level of care as you would with a resume. Consider listing other relevant or interesting background, such as details about your undergraduate degrees, affiliations, articles or books you have written, volunteer experience and other related content. You have the option to change the order of the sections in the profile page – put the sections that highlight your strengths at the top of your profile.

James Leipold
Executive Director, NALP
Washington, District Of Columbia | Nonprofit Organization Management

Current: National Association for Law Placement (NALP)
Previous: Law School Admission Council, Temple University
Education: Temple University - James E. Beasley School of Law

Connect | Send James InMail | 500+ connections

www.linkedin.com/in/jamesleipold/
Summary page

An often overlooked feature of LinkedIn is the summary page, which serves as a written version of your 60-second “elevator pitch.” Do not let it go to waste! It can be a great way to quickly establish your substantive and geographic interests while listing essential skills and accomplishments. It is a “hook” that should entice a prospective employer to keep reading.

Executive director of a dynamic, volunteer-driven, member professional association. Experienced in all aspects of association management, including governance, finance, staff management, research, publications, member continuing education and conference programming, contract negotiation, marketing and branding, member relations, vendor relations, peer organization relations and collaboration, website and technology services, the strategic use of social media, and strategic planning.

Recent accomplishments include successfully guiding non-profit organization through significant economic recession with minimal interruption to core services and programs, and successfully navigating lease negotiations, new office build-out, and relocation of a staff of 14 to new office quarters in Washington, DC.

B. Keys to Success on LinkedIn

Expanding your Professional Network

Start by joining alumni pages of your home country alma mater and Duke Law alumni network. Next, you should also join groups on LinkedIn that match your professional interests. Make sure that your profile is public and create a “vanity URL” rather than the generic jumble of letters and characters that LinkedIn assigns you by default. Consider adding a hyperlink to your profile in your email signature. Finally, when sending invitations to connect on LinkedIn, do not rely on boiler-plate language; instead, craft short personalized notes about yourself and the reasons for connecting.

Collecting Contacts

- Synchronize your LinkedIn profile with your lists of Gmail and Outlook contacts
- Qualify almost always trumps quantity when it comes to the size of your professional network. Because your contacts can often see you first- and second-degree connections, take care not to connect with people who reflect positively on you and the image you are trying to craft.
- Make sure your LinkedIn privacy settings are configured in a way to make it easy for prospective contacts to add you. This means you should NOT restrict invitations to people who already have your email address.
- Use “People You May Know” feature, which uses LinkedIn algorithms to generate a list of people with whom you have common connections, interests, or shared affiliations. It can be a great way to expand your network and create new contacts.
- Review lists of members of organizations which you have previously joined to find new contacts. It can be another great way to meet legal professionals in your target geographies and subject matter areas.
**Improve your visibility**

Building a LinkedIn presence is more than just collecting contacts and creating a compelling profile. The “social” element of LinkedIn entails engaging with these contacts in a way that demonstrates professionalism, passion, and dedication. To do so effectively, consider posting regular updates but be mindful of their frequency and content. Appropriate updates can include interesting articles about a specific legal subject, information about significant accomplishments both in Law School and beyond, volunteer activities, etc. Unlike Facebook, be very careful not to post too much – the clutter is likely to annoy your contacts and might even cause some of them to drop you from the network. We advise against posting more than one update a week.

In addition to posting updates, you can also comment on posts of others as long as you do so in a professional manner. Do not start lengthy arguments on LinkedIn and avoid commenting on posts that are inflammatory or otherwise unprofessional.

**Recommendations and Endorsements**

Consider reaching out to your professors, work supervisors or former colleagues to ask them to write a brief endorsement of a particular skill or experience you have listed on LinkedIn. You can also endorse others’ skills/experiences, provided your endorsement is based on personal knowledge of the contact and has some basis in fact. Avoid endorsing someone who is obviously far more qualified than you or endorsing a skill that you are not qualified to assess.

**C. Beyond the basics**

To learn more about how to become a power user of LinkedIn, consider the following articles:

1. **Seven Ways to Make LinkedIn Help you Find a Job (Forbes.com):**

2. **LinkedIn Best Practices by Dimitri Mastrocola (Partner, Major, Linsey & Africa)**

3. **How Law Students Should Use LinkedIn (Lawyerist.com)**
Appendix A: Eligibility to Take US Bar (excerpts): *
*subject to change, please check state websites before applying

**Alabama:** Applicant must meet and show proof of the following requirements: (a) that the foreign law school from which the applicant graduated was approved in the foreign jurisdiction where it is located; (b) that the applicant has been admitted to the practice of law in the jurisdiction in which that university or college is located; and (c) at least one of the following: (i) that the law degree program completed by the applicant includes a substantial component of English common law; or (ii) that the applicant has satisfactorily completed at least 24 semester hours of legal subjects covered by the bar examination in regular law school classes, under ABA or AALS standards; or (iii) that the applicant has been admitted to the practice of law before the court of highest jurisdiction in a U.S. jurisdiction, has been continuously engaged in the active practice of law for at least 3 years in that jurisdiction, and is a member in good standing of the bar of that jurisdiction.

**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** See Appendix C.

**Colorado** Must have practiced actively and substantially for 3 of the previous 5 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.

**Florida** After 10 years’ active practice in another jurisdiction (District of Columbia or other states in the United States or in federal courts in the United States or its territories, possessions, or protectorates) in which applicant has been duly admitted, the applicant may file a representative compilation of work product for evaluation by the Board.

**Georgia:** See requirements on page [XXX] of the LLM career Manual.

**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 years immediately prior to making application in Illinois, having verifiably devoted an annual minimum of 1,000 hours of practice of law where licensed, and the quality of whose legal and other education has been determined acceptable by the Board may apply to take bar exam

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.

Louisiana  Foreign attorneys can apply to take the bar exam but must first have an educational equivalency evaluation conducted.

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 graduate of a foreign law school may qualify to apply for a waiver to take the Maryland Bar Examination if he or she has been admitted by exam in another U.S. jurisdiction or is admitted in a foreign jurisdiction and has completed a minimum of 26 credit hours of study at an ABA-approved law school in Maryland in the subjects covered in the Maryland Bar Examination.

Massachusetts  A graduate from a foreign law school (other than those Canadian law schools that are prequalified) may be permitted to sit for the bar exam after taking further legal studies designated by the Board at an ABA-approved law school or a Massachusetts-accredited law school. Foreign law school graduates must obtain a determination of their educational equivalency from the Board prior to making application.

Missouri  Graduates who have passed the bar exam in another state and hold an active law license are eligible to take the bar exam with either (1) full-time practice for 3 of the 5 years preceding application or (2) completion of 24 credit hours in residence at an ABA-approved law school within the 3 years prior to application. Graduates who are not licensed in another state must be admitted to practice law in the foreign country where the foreign law degree was conferred and be in good standing with either (1) full-time practice for 3 of the 5 years preceding the application or (2) completion of 24 credit hours in residence at an ABA-approved law school within the 3 years prior to 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 or in another state, after being admitted by exam.

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  See Appendix B

North Carolina  The eligibility of foreign-trained applicants is limited to those who had an LLM conferred prior to August 1, 2005, the date of the pertinent rule change.

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. For equivalency, an applicant must show successful completion of 30 credit hours at an ABA-approved law school in addition to a foreign law degree. 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 24 credit hours taken in specified subjects at an ABA-approved law school.

**Rhode Island** The Rhode Island Supreme Court has temporarily suspended the admission of foreign-educated applicants while it reviews its rules on their admission.

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

**Texas** See pages (XXX) of the Career Manual

**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** Foreign law school graduates can be admitted on motion if admitted in another jurisdiction. Otherwise, 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.

**Washington** Any applicant with a foreign first degree in law (e.g., J.D. or LL.B.) from any foreign jurisdiction is eligible if an LL.M. “for the practice of law” is obtained from an ABA-approved law school. However, foreign lawyers from English common law jurisdictions are eligible without an LL.M. if they are currently admitted and have active legal experience in the common law jurisdiction for at least 3 of 5 years immediately preceding the application.

**West Virginia** Applicant may sit for examination if a law school graduate from a foreign country where the common law of England forms basis of jurisprudence, if educational requirements for admission in said country are substantially the same as in West Virginia and applicant is admitted in good standing there, and if applicant successfully completes 30 credit hours of basic courses at an ABA-approved law school.

**Wisconsin** Applicants with foreign credentials are reviewed on a case-by-case basis and may qualify to take the bar exam.

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

**Virgin Islands** Eligibility is limited to applicants who come in under special admission provisions as set forth in the rules.
ADVANCE EVALUATION OF ELIGIBILITY

To establish eligibility for the bar examination, all first-time applicants under Rule 520.6 must complete an online Foreign Evaluation Form and submit other required documentation such as transcripts. Please note that in most instances, a transcript alone will NOT be enough to determine your eligibility for the examination. We urge you to carefully review Section VI, below, for a complete list of all the supporting documentation you will be required to submit.

DEADLINES FOR REQUESTING ADVANCE EVALUATION OF ELIGIBILITY

A. Applicants requiring an LL.M. to qualify for the examination. If you need to “cure” a deficiency in your foreign legal education by completing an LL.M. degree at an approved law school in the United States, you MUST seek an Advance Evaluation of Eligibility from the Board. Because of the volume of these applications, their complexity and the frequent need to communicate with these applicants and request more information concerning their eligibility, it can take up to six (6) months from the date of the Board’s receipt of all required documentation for an eligibility decision to be made. While we encourage applicants to seek an evaluation at least one year in advance of taking the bar exam, to ensure that you receive a timely decision on your eligibility, the Board requires that you submit all documentation at least six months prior to the first day of the application period of the examination you plan to take. The following deadlines apply:

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<th>Exam</th>
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<th>Deadline</th>
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<tr>
<td>FEBRUARY</td>
<td>Online Evaluation AND required documents</td>
<td>May 1</td>
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<tr>
<td>JULY</td>
<td>Online Evaluation AND required documents</td>
<td>October 1</td>
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Synopsis of the Requirements of Section 520.6(b)(1)

(1) Qualifying Degree (520.6[b][1]). The foreign-educated applicant must have fulfilled the educational requirements for admission to the practice of law in a foreign country other than the United States. The applicant must have a qualifying degree, which must be a degree in law.

(2) Accreditation (520.6[b][1]). The qualifying degree must be from a law school or schools recognized by a competent accrediting agency of the government of the foreign country and must be deemed qualified and approved.

(3) Durational Equivalence (520.6[b][1][i]). The applicant’s period of law study must be successfully completed and also be “substantially” equivalent in duration to a full-time or part-time program required at an American Bar Association (ABA)-approved law school in the United States. The definition of a full-time or part-time program is contained in Rule 520.3 (d) and (e).

(4) Substantial Equivalence (520.3[b][1][ii]). The foreign country’s jurisprudence must be based upon the principles of the English Common Law, and the “program and course of law study” successfully completed by the applicant must be the “substantial” equivalent of the legal education provided by an ABA-approved law school in the United States. The specific instructional requirements are contained in Rule 520.3(c).

“Cure” Provision (520.6[b][1][iii]). Applicants enrolled in a program commencing in the 2012-2013 academic may cure the durational or substantive deficiency (but not both) by obtaining an LL.M. degree (Master of Law) at an ABA-approved law school in the United States.

LL.M degree. Applicants who commence a program in the 2012-2013 academic year must successfully complete the requirements of and be
awarded an LL.M. degree within 24 months of matriculation. A completed transcript showing that a qualifying LL.M degree was awarded will be required before an applicant is qualified to sit for the bar exam.

**Minimum of 24 Semester Hours of Credit.** For applicants who commence a program in the 2012-2013 academic year, the LL.M. degree program must consist of a minimum of 24 semester hours of credit. All 24 credits (except as otherwise permitted) must be in courses requiring classroom instruction with a minimum of 700 minutes of instruction time per credit, exclusive of examination time.

**Period of Instruction.** For applicants who commence a program in the 2012-2013 academic year, the LL.M degree program must take place over at least two (non-summer) semesters of at least 13 calendar weeks each, or the equivalent, exclusive of reading periods, examinations and breaks. The program cannot be completed exclusively during summer semesters; however, a maximum of four credits may be earned in summer courses.

**All coursework to be completed in the United States.** All coursework must be physically completed at the campus of the ABA-approved law school in the United States. ANY class taken at a law school’s campus in a foreign country does NOT qualify toward the 24-credit requirement for the LL.M. degree. No credit is allowed for distance, correspondence or external study or for an on-line program or course.

**Required Coursework.** For applicants who commence a program in the 2012-2013 academic year, the LL.M degree program must include: (i) at least two semester hours of credit in professional responsibility, (ii) at least two credits in a legal research, writing and analysis course (which may NOT be satisfied by a research and writing requirement in a substantive course), (iii) at least two-credits in a course on American legal studies, the American legal system or a similar course designed to introduce students to U.S. law, and (iv) at least six credits in subjects tested on the New York bar examination (where a principal focus of the course includes material contained in the Content Outline published by the Board).

**Approved Law School -** Approved law school means a U.S. law school approved by the ABA. All of the courses must be taken at an ABA-approved law school. Please note that the Board cannot recommend a particular law school nor does the Board maintain a list of schools that offer programs that will satisfy Rule 520.6. You may consult the ABA’s Section on Legal Education and Admissions to the Bar at their website (http://www.abanet.org/legaled) to obtain a list of ABA approved law schools.

**Permissible Coursework.** For applicants who commence a program in the 2012-2013 academic year, the LL.M. degree program may include: (i) a maximum of four credits in clinical courses (so long as the clinic course has a classroom component, any clinical work is performed under direct supervision of a non-adjunct faculty member and the educational benefit is commensurate with credit awarded) and (ii) a maximum of six credits in other courses related to legal training (so long as the course is taught by a faculty member at law school awarding the LL.M. or an affiliate school and the course is completed at a campus in the United States).

**Supporting Documentation Required to comply with Rule 520.6.** You will be required to submit to the Board the supporting documentation listed below directly from the issuing institutions and/or government agencies, as well as English translations if necessary. The documentation must consist of originals or copies certified directly by the issuing school or institution. Faxed copies, photocopies certified by a notary public, and photocopies certified by anyone other than an
official at the issuing school or institution will not be considered. All documentation and correspondence which is submitted to the Board should contain the applicant’s unique Board Identification Number (BOLE ID) which is assigned to each applicant at the time of completing the Online Foreign Evaluation Form. All documents submitted become the property of the Board and will not be returned.

**Required Foreign Documentation:**

(a) **Official Transcript(s).** Submit 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 grades, the degree awarded, and the date the degree was awarded. All transcripts and other law school documentation must be received by the Board directly from the issuing law school in a sealed school envelope. The records must come directly from the school; records received from the candidate will not be accepted. If the school or university issues only one original to the graduate, then we will accept a certified copy of the transcript, but it must be certified by the issuing school as a true and correct copy of the original, and it must still be mailed to us in a sealed school envelope from the school. Copies certified by a notary will not be accepted in place of the school's certification.

(b) **Degree Certificate.** If the official transcript does not clearly state the degree awarded and/or the date such degree was awarded, you must also furnish the degree certificate.

(c) **Proof of fulfillment of the educational requirements for admission to the practice of law in the foreign country.**

   (1) If you are admitted to practice law in a foreign country, attach a copy of your admission certificate, OR
   
   (2) If you are not admitted to practice law in a foreign country, submit proof of the educational requirements for admission to practice law in your country and proof that you have fulfilled these requirements.

(d) **Accreditation.** Submit a written statement from the competent accrediting agency of your foreign government that the law school or schools you attended were recognized by them as qualified and approved throughout your period of study.

**Additional Documentation (if required):**

(a) **Supplement to transcript.** If the Board determines that your official transcript does not confirm that your legal education complies with the durational and substantive requirements of Rule 520.6 (b) (1), additional documentation from your law school will be required. You will be advised if such additional documentation is needed.

   (1) 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 official 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) (full-time program) or 520.3(e) (part-time program), then it will be necessary for you to provide a written statement from your law school or schools confirming the total number of calendar weeks in residence and the total number of classroom hours successfully completed during your program of study.

   (2) Proof of substantively equivalent legal education. Section 520.6(b)(1)(i) of the Rules of the Court of Appeals requires successful completion of
law school study that is substantially equivalent of the legal education provided by an approved law school in the United States. If your official transcript does not clearly confirm that your law school study is substantially equivalent of the legal education provided by an approved law school in the United States, then it will be necessary for you to provide from your law school or schools any additional documentation as requested by the Board.

(b) 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. Translations made by the applicant will not be accepted. Translations may be mailed to the Board under separate cover and need not come directly from the issuing school or university. If you do not have a copy of the transcript from which to produce an English translation, then you should order a second original from your school – one to be sent directly to the Board, and one to yourself – to be used as a reference for the English translation.

50 Hour Pro Bono Requirement for the New York State Bar

Under the New York State Pro Bono requirements, persons who are admitted to the New York State bar after January 1st, 2015 will need to file an affidavit showing that they have performed fifty hours of pro bono service, even if they apply for admission before January 1, 2015. You will need to complete the affidavit form, including certification by your supervisor, for each qualifying pro bono project that you do. It is recommended that you complete the form at the time you complete your qualifying pro bono work.

You can find the affidavit form, along with Rule 520.16 of the Rules of the Court of Appeals which explains the new requirements, and Frequently Asked Questions, on the New York State bar's website.

For additional information, please contact Kim Burrucker, Director of Public Interest and Pro Bono at Burrucker@law.duke.edu or 919-613-7008.
Appendix C: California Bar Exam Foreign Legal Education Section (excerpts)

General Applicants with First Degrees in Law from Foreign Law Schools

1.1 A general applicant who has a first degree in law from a law school located in a foreign state or country must: (A) Obtain from a credential evaluation service approved by the Committee a certificate that the applicant's first degree in law is substantially equivalent to a Juris Doctor degree awarded by a law school approved by the American Bar Association or accredited by the Committee; or (B) Obtain from a credential evaluation service approved by the Committee a certificate that the applicant's first degree in law meets the educational requirements for admission to practice law in the foreign state or country in which it was obtained.

1.2 In addition to submitting to the Office of Admissions the certificate required by Guideline 1.1, an applicant must submit a certificate from a law school approved by the American Bar Association or accredited by the Committee certifying that the applicant has either: (A) Been awarded a Master of Law degree (LL.M) based on a minimum of twenty (20) semester or equivalent units of legal education that included a minimum of one course in four separate subjects tested on the California Bar Examination of not less than a total of twelve (12) semester or equivalent units. One of the four courses must be Professional Responsibility that covers the California Rules of Professional Conduct, relevant sections of the California Business and Professions Code, the ABA Model Rules of Professional Conduct, and leading federal and state case law on the subject; or (B) Successfully completed twenty (20) semester or equivalent units of legal education that included a minimum of one course in four separate subjects tested on the California Bar Examination of not less than a total of twelve (12) semester or equivalent units. One of the four courses must be Professional Responsibility that covers the California Rules of Professional Conduct, relevant sections of the California Business and Professions Code, the ABA Model Rules of Professional Conduct, and leading federal and state case law on the subject.

All course work for the degree required by Guideline 1.2(A) and all course work for the legal education required by Guideline 1.2(B) must be graded using the standards the law school uses in grading course work of students in its J.D. degree program. An applicant must receive a passing grade in all courses.

1.4 The degree required by Guideline 1.2(A) or the course work required by Guideline 1.2(B) must be awarded or completed, as applicable, within three calendar years of the date the applicant began qualifying study at a law school whether or not the LL.M degree is awarded by or the course work is completed at that law school. An applicant begins study on the first day of his or her first semester or term of qualifying study.
Appendix D: Certified Translation Services (non-exhaustive)

CALIFORNIA CENTER FOR TRANSLATION & INTERPRETATION
10940 Wilshire Blvd Suite 1600 Los Angeles, CA 90024

Tel: (310) 584-7481 | www.cacfti.com

Tradu24
Translation, Localization & Interpreting
0203 397 9807
0758 854 0037
suds@tradu24.com

Bruton Translations
Bridging the language divide chris@brutontranslations.com

Contact via phone:
512.576.7188
Our office is located at:
7707 Evaline Ln
Austin, TX 78745
Appendix E: Non-exhaustive List of Bar Exam Preparation Courses for The NY Bar Exam (in alphabetical order)

BarBri
BarBri offers a broad range of courses to help JD and LLM students study for the bar exam. The main course takes place after graduation and lasts from late May until early July. Please see www.BarBri.com for more information.

LLM focus: BarBri also offers a special LLM-specific online course for students wishing to get an early start on preparing for the exam. The course consists of 22 classes, broken down into two modules: (1) the academic success module and (2) substantive top-ten topics tested on the New York Bar exam module. Students have ability to choose different packages when picking a module. For more information, please contact Kelly Gibbs, Manager of Legal Education, at kelly.gibbs@barbri.com.

Kaplan PMBR
Kaplan is a main competitor to BarBri. It offers a similar Bar Review Courses for multiple states, including New York. More information can be found on www.Kaptest.com

LLM focus: every year Kaplan offers free Live Online Webinars on preparing for the bar exam geared toward LLM students. Webinars are usually offered in early fall. For more information about webinars, please contact the LLM Director, Diran Ajayi at oladiran.ajayi@kaplan.com or Regional Director, Randi Maves, at randi.maves@kaplan.com.

LLM Bar Exam
LLM Bar Exam is a bar review course designed specifically for LLM students to prepare for the New York Bar Examination. It is offered both live and online. For more information, please see www.llmbarexam.com

Themis Bar Review
Themis is another competitor to BarBri and offers online only Bar Review courses, which include lectures, tests, and personalized feedback. For more information, please see www.themisbar.com
Appendix F: Samples of Introductory Emails

TO: Partner@lawfirm.com  CC:  
FROM: student@law.duke.edu  BC: student@law.duke.edu  
DATE: December 1, 20XX  
SUBJECT: Greetings from Duke Law School  

Dear Ms. Partner:

I am currently an LLM student at Duke Law School, having received my first law degree in France. I plan to pursue a career in international law in New York. I found your information on Duke Alumni Directory and noticed that your work is focused on international corporate matters. I would be grateful for the opportunity to speak with you about your experience at Duke Law and your career path. Please let me know if there is a convenient time for us to talk.

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

Sincerely,

Student

---

TO: Partner@lawfirm.com  CC:  
FROM: student@law.duke.edu  BC: student@law.duke.edu  
DATE: December 1, 20XX  
SUBJECT: From Chinese Attorney at Duke Law School  

Dear Mr. Partner:

I am currently an LLM student at Duke Law School, having received my first law degree in China. Your name is in the alumni database as an LLM graduate from China. May I set up a phone call with you to discuss your experience with Sample Law Firm? Your insights would be greatly appreciated, as I am now in the process of applying for internships in the U.S.

Thank you for your time,

Student
Appendix G: Résumé Formatting

**FULL NAME**
student@gmail.com

1101 University Drive, Apt 5B
Durham, NC 27708
Tel: (919) 215-7608

13 Rav-Ashi St. Apt. 20
Tel-Aviv 69395, Israel
Tel: +972-3-6452373

**EDUCATION**

Duke University School of Law, Durham, North Carolina
LLM expected, May 2016
GPA: 0.00
Honors: Scholarships (description of criteria if not well-known)
Awards (description of criteria if not well-known)
Activities: Student Groups, position or office
Athletic, Artistic or Other Organizations, position or office
Pro Bono or Community Activities, position or office

**Previous University, City, Country**
Full Name of Degree (degree name in your language) latin honors, Year
GPA: 0.00
Thesis: Title of Thesis
Honors: Awards — description of criteria if not well-known
Activities: Student Groups, position or office
Athletic, Artistic or Other Organizations, position or office
Pro Bono or Community Activities, position or office

**EXPERIENCE**

Employer, City, Country
*Title, Month Year – Month Year*
- Describe job functions using strong action verbs. Use past tense (unless you are currently employed in the position) and active voice.
- If an organization is unfamiliar, incorporate a description to give it context.
- Be succinct, but use enough detail to distinguish your experiences and achievements.
- Describe large or important projects and focus on any industry sectors, client/customer groups, or skills that are relevant to your prospective employer.

Employer, City, Country
*Title, Month Year – Month Year*
- Use your descriptions to show that you have the skills employers value, including communication (written and oral), problem solving, organization, perseverance, judgment, research ability, negotiation, client management, efficiency, team work, commitment, and an ability to work under pressure.
- Make your experience sound interesting so the employer wants to meet you and learn more.
- Demonstrate how you added value to a project, company or organization.

**ADDITIONAL INFORMATION**

Native/Fluent/Proficient/Knowledge of Foreign Language. Describe special skills or interests.

Be prepared to be interviewed in the language you fins list if you state that you are fluent or conversant.

Include unusual skills, relevant certifications, hobbies and/or a brief description of jobs or unique experiences not found elsewhere on your résumé. Focus on interests or activities which demonstrate discipline, teamwork, leadership, initiative, confidence or dedication—traits of successful lawyers. Avoid very general activities that are unlikely to spark conversation.
Appendix H: Sample Résumés

Dove Goldstein
dove.goldstein@law.duke.edu

1101 University Drive, Apt 5B 13 Rav-Ashi St. Apt. 20
Durham, NC 27708 Tel-Aviv 69395, Israel
Tel: (919) 555-7608 Tel: +972-3-6452373

EDUCATION

DUKE UNIVERSITY SCHOOL OF LAW, Durham, North Carolina
LLM expected, May 2016
Activities: International Law Society, LLM Representative

DUKE ASIA-AMERICA INSTITUTE IN TRANSNATIONAL LAW, Hong Kong, Summer 2014

COLLEGE OF MANAGEMENT SCHOOL OF LAW, Tel-Aviv, Israel
LL.B. (J.D. equivalent), with honors, Spring 2008

EXPERIENCE

HERZOG, FOX & NEEMAN, ADV., Tel-Aviv, Israel
Associate, September 2009 - present
Counseled clients, primarily in English, on general corporate matters and cross-border transactions. Specialized in commercial law, telecommunications law, corporate law, venture capital and M&A. Provided legal advice on Israeli commercial and securities law in relation to M&A, corporate restructuring, listing application and credit facility; designed transaction structures; negotiated and drafted agreements.

SHEARMAN & STERLING, LLP., Paris, France
Trainee, May 2008 - August 2009
Prepared due diligence report and drafted stock purchase agreement for the acquisition of an Argentinean energy company. Assisted in drafting several commercial agreements, including a complex acquisition of a European subsidiary from a large U.S. corporation.

BAR ADMISSION

The Israeli Bar Association, Israel, May 2009

ADDITIONAL INFORMATION

Francois Arnaud  
Francois_Arnaud@law.duke.edu  
1101 University Drive, Apt 25B  
Durham, NC 27708  
Tel: (919) 555-1234

EDUCATION

DUKE UNIVERSITY SCHOOL OF LAW, Durham, North Carolina  
LLM expected, May 2015  
Honors: James S. Bidlake Memorial Award for Superior Achievement in Legal Analysis, Research & Writing  
Activities: International Law Society, LLM Representative

UNIVERSITÉ PARIS II PANTHÉON-ASSAS, Paris, France  
Master 2 (professionnel) – Contentieux, arbitrage et modes alternatifs de règlement des conflits, June 2014  
(one year practice-oriented degree in litigation and alternative dispute resolution)  
Master 2: (recherché) – Droit international privé et due commerce international, June 2013  
(one-year research-oriented degree in international private and commercial law)

UNIVERSITÉ PARIS V DESCARTES, Paris, France  
Master 1 – Droit international et européen, June 2011  
(one year advanced degree focusing on international and European law)  
Licence de droit, June 2010  
(law degree awarded after three years of post-Baccalaureate study)

EXPERIENCE

SAVIN MARTINET ET ASSOCIES, Paris, France  
Intern, July 2013  
As part of environmental law boutique, gained exposure to a broad cross-section of environmental litigation and regulation. Projects included creating a presentation on mining law to be presented to outside counsel; conducted legal research on a variety of environmental statutes. Assisted with legal translations and administrative tasks.

MIAGE (high-mountain lodge), Les Contamines, France  
Assistant Manager, August 2012  
Assisted in all aspects of running the lodge, including management of staff, customer service, ordering and serving food and managing receipts. Gained exposure to the hospitality industry’s business model.

GREAT BASSIN INSTITUTE, Nevada, Reno  
International Conservation Volunteer Exchange, Summer 2011  
Worked on eradicating invasive plant species and helped build a trail for a spiritual Native American site without disturbing the fragile ecosystem.

ADDITIONAL INFORMATION

French (native speaker), English (fluent). Weekly volunteer at the Paris Food Bank; spent eight years training in gymnastics and Kung Fu. Enjoy cooking, especially Korean barbeque.
Xiaoming Zhang
xiaoming.zhang@law.duke.edu

1101 University Drive, Apt 5B
Durham, NC 27708
Tel: (919) 215-7608

12 Yulan Rd. Apt 149/32
Yi Yang, Hunan Province, 413000, China
+86-0737-61234444

EDUCATION

**Duke University School of Law**, Durham, North Carolina
LLM expected, May 2015
*Activities:* Environmental Law Society, Member
Trained in mediation (16 hours) at the Elna B Spaulding Conflict Resolution Center

**Tsinghua University School of Law**, Beijing, China
LL.B., July 2008
*Honors:* Awarded Excellent Leadership of Tsinghua University Student Union, June 2008
*Moot Court:* 2007 Law Asia International Moot Competition (English-speaking), Ho Chi Minh City, Vietnam

EXPERIENCE

**Haiwen & Partners**, Beijing, China
Associate, July 2008 – July 2014

- Focused on securities offerings, M&A transactions and general corporate compliance; representative deals include Shenzhen Development Bank’s RMB29 billion acquisition of Ping An Bank in 2011, Agricultural Bank of China’s US$22 billion IPO in 2010 and Huaneng Power International’s RMB10.3 billion A+H share follow-on offering in 2010.
- Acquired extensive experience in representing a broad cross-section of institutions, including state-owned corporations, such as China Huaneng Group; financial institutions, such as Shenzhen Development Bank; investment banks, including Goldman Sachs and Morgan Stanley; and private equity funds.
- Conducted legal research and prepared memoranda on a variety of legal issues, including securities law, banking, foreign exchange, state-owned assets regulation, foreign investment in China, and Chinese companies’ overseas investment; managed due diligence, prepared reports, and designed transaction structures for a variety of securities offerings and M&A transactions.
- Drafted and negotiated transaction documents, including shares purchase agreements, articles of association, and underwriting agreements; reviewed and prepared information disclosure documents, including prospectuses, related-party transaction reports, material asset reorganization reports, and annual reports.

BAR ADMISSION

Admitted to the bar of China (2007)

LANGUAGES

Mandarin (native); English (fluent)
Appendix I: Action Words

accomplished  
achieved  
acquired  
adressed  
adjusted  
aministered  
advise  
allocated  
analyzed  
answered  
appeared  
applied  
apointed  
appraised  
approved  
arbitrated  
arranged  
assessed  
assigned  
assured  
atained  
audited  
awarded  
bought  
briefed  
brought  
budgeted  
canceled  
catalogued  
caused  
changed  
chained  
classified  
closed  
collected  
combined  
commented  
communicated  
compared  
completed  
computed  
conceived  
concluded  
investigated  
involved  

condensed  
conducted  
conceptualized  
considered  
constructed  
consulted  
continued  
contracted  
contributed  
controlled  
converted  
coordinated  
corrected  
counseled  
counted  
created  
credited  
critiqued  
deal  
decided  
defined  
delegated  
delivered  
demonstrated  
described  
designed  
determined  
developed  
devised  
diagnosed  
directed  
discussed  
distributed  
documented  
drafted  
earned  
edited  
selected  
eliminated  
endorsed  
enlarged  
enlisted  
ensured  
proposed  
provided  

entered  
established  
estimated  
evaluated  
examined  
expanded  
expedited  
experienced  
experimented  
explained  
explored  
expressed  
extended  
filed  
filled  
financed  
focused  
forecasted  
formulated  
found  
gathered  
graded  
granted  
guided  
handled  
headed  
helped  
identified  
implemented  
improved  
incorporated  
indexed  
initiated  
influenced  
inspected  
installed  
instituted  
instructed  
insured  
interpreted  
interviewed  
introduced  
invented  
tested  
toured
issued
joined
kept
launched
learned
leased
led
licensed
listed
logged
maintained
managed
matched
measured
mediated
met
modified
monitored
moved
named
negotiated
observed
offered
opened
operated
ordered
organized
oversaw
participated
perceived
performed
persuaded
planned
prepared
presented
presided
processed
procured
produced
programmed
prohibited
projected
promoted
proofread
published
purchased
pursued
qualified
ranked
rated
received
recommended
reconciled
recorded
recruited
reduced
regulated
related
replaced
replied
reported
represented
researched
responded
revamped
reviewed
revised
scheduled
selected
served
serviced
set
solved
sought
specified
spoke
started
studied
strengthened
submitted
substituted
suggested
summarized
supervised
surveyed
tackled
targeted
taught
traced
trained
transferred
translated
transported
traveled
treated
turned
uncovered
updated
used
utilized
visited
worked
wrote

Verbs to use when describing legal positions

assisted
wrote
proposed
defended
performed
followed up
researched
prepared
drafted
determined
investigated
contacted
attended
analyzed
negotiated
summarized
counseled
interviewed
observed
operated
conducted
advised
processed
Appendix J: Sample Reference List

REFERENCES

Dove Goldstein
dove.goldstein@law.duke.edu

1101 University Drive, Apt 5B
Durham, NC 27708
Tel: (919) 215-7608

13 Rav-Ashi St. Apt. 20
Tel-Aviv 69395, Israel
Tel: +972-3-6452373

Professor Henry James, Constitutional Law
Duke University School of Law
210 Science Dr.
Durham, NC 27708
james@law.duke.edu
919-555-1212

Ralph Touchett, Esq.
Partner
Herzogm Fox & Neemanm Adv.
Ehad Haam 31
Tel Aviv, Israel, 65202
rtouchett@hfn.com
+972-3-546-5555

John Devereux
Professor of Law
College of Management School of Law
7 Rabin Boulevard
Rishon LeZion 75190, Israel
+972-3-963-4702
j.devereux@colman.ac.il

Be sure to include an email address for your references!
Appendix K: Sample Representative Deals List

Natalie Vogel
Natalie.Vogel@law.duke.edu

1101 University Drive, Apt 7C
Durham, NC 27708
Tel: (919) 214-7755

15 Albert Avenue
Brisbane QLD
Tel: +61-7-3344-1234

Financings and M&A Transactions

- Swiss Telecom
  $15 million combined senior secured, mezzanine and equity financing of a Swiss telecommunications carrier. Led negotiations of terms and drafted English documents.

- Next-up, Inc (technology start-up)
  Formation and financing of MIT Media Lab Europe-based company.

- UBS Private Equity
  Ongoing responsibility for all portfolio transactions in Europe for US Trust Private Funds.

- Rexel, SA.
  Represented acquirer in tender offer for Rexel, Inc., in going-private transaction.

- AT&T Skynet
  Represented Loral Space in $725 million acquisition of AT&T Skynet.

Securities Offerings

- ING Securities
  Represented ING Securities as initial purchaser of $165 million senior subordinated notes of WNP Communications.

- Merrill Lynch
  Represented Merrill Lynch as underwriter of FiberNet Telecom high yield offering.

Restructurings

- Unofficial Creditors Committee of Arch Wireless
  Represented creditors committee in restructuring.

- Credit Suisse
  Represented Credit Suisse in acquisition of equity of Southern Pacific.

Other Transactions

- Represented $55 million License and Development Agreement between Deutsche Telekom and Siemens AG.
Francois Arnaud  
Francois_Arnaud@lawnet.duke.edu  
1101 University Dr. Apt 25B  
Durham, NC 27708  
(919) 345-6789

UNOFFICIAL TRANSCRIPT  
DUKE UNIVERSITY SCHOOL OF LAW

### 2015 Fall Term

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Professor</th>
<th>Official Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Procedure</td>
<td>Conley, J</td>
<td>3.3</td>
<td>4.5</td>
</tr>
<tr>
<td>Distinctive Aspects of US Law</td>
<td>Metzloff, T</td>
<td>3.5</td>
<td>2.0</td>
</tr>
<tr>
<td>US Legal Analysis, Research and Writing for Int. students</td>
<td>Izdelis, R</td>
<td>3.5</td>
<td>2.0</td>
</tr>
<tr>
<td>Business Strategy for Lawyers</td>
<td>Figueiredo, M</td>
<td>3.7</td>
<td>3.0</td>
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</table>

### 2016 Spring Term

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Professor</th>
<th>Official Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mergers &amp; Acquisitions</td>
<td>Hynes, T</td>
<td>TBD</td>
<td>2.0</td>
</tr>
<tr>
<td>Ethics in Action</td>
<td>Metzloff, T; Nine.A</td>
<td>TBD</td>
<td>4.5</td>
</tr>
<tr>
<td>Corporate Taxation</td>
<td>Zelenak, L.</td>
<td>TBD</td>
<td>3.0</td>
</tr>
<tr>
<td>Business Associations</td>
<td>Cox, J.</td>
<td>TBD</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Total Credits: 25  
Cumulative GPA: 3.47
Appendix M: Sample Writing Sample Cover Page

Natalie Vogel
Natalie.Vogel@law.duke.edu
1101 University Drive, Apt 7C
Durham, NC 27708
Tel: (919) 214-7755

15 Albert Avenue
Brisbane QLD
Tel: +61-7-3344-1234

Writing Sample

The attached writing sample is a legal memorandum that I drafted for a client in 2014.

[Include a brief explanation of context and what you have cut, if necessary, and don’t forget to redact all privileged, confidential, and sensitive information]
Dear Mr. DeLaMater:

I am attending the LLM program at Duke University School of Law and will receive my degree in May 2015. After my graduation, I would like to work in the U.S. for up to a year before I return to my law firm in Japan. I am particularly interested in the possibility of an internship position at Sullivan & Cromwell because of its preeminent U.S. legal practice in Tokyo.

I received my first law degree with honors from Waseda University in Tokyo. After I was admitted to the Japanese Bar in 2009, I began working for Nagashima Ohno & Tsunematsu (NO&T) in Tokyo, the largest and among the most prestigious law firms in Japan. My practice primarily focused on general corporate matters as well as cross-border transactions. Through advising many American and international clients while at NO&T, I have developed strong writing and communication skills in English. My recent article written in English and calling for disclosure reform in merger transactions in Japan was featured in the December 2014 issue of the International Financial Law Review.

At Duke, I have had the opportunity to further develop my writing and analytical skills, as well as my knowledge of American corporate law. I would like to enhance my understanding of American law while being able to contribute to the work of your firm. I am especially interested in merger and acquisition work, and work with financial institutions. Your own expertise in these areas, as well as your background and continued work with Asian clients, is a key reason for my contacting you. I believe that my knowledge of Japanese law, my English ability, and my experience with international corporate clients, will enable me to make a significant contribution to your corporate practice.

Please find enclosed a copy of my résumé for your review. I would welcome the opportunity to speak with you further about my qualifications. I look forward to hearing from you soon.

Sincerely yours,

Yukiko Watanabe

Enclosure
Appendix O: Commonly Asked Interview Questions

QUESTIONS INTERVIEWERS ASK

1. Why did you decide to pursue an LLM degree at Duke? What prompted the decision?
2. Why did you select the particular focus of your LLM degree? What are your interests in this area?
3. Why are you interested in working in the US? How long do you plan to stay here?
4. Tell me about yourself. Where do you see yourself five years from now?
5. Why did you decide to interview with us? What do you know about our firm/agency/company?
6. In what kind of environment are you most comfortable? What two or three things are most important to you in a job?
7. What are your grades? Do you think they are a good indication of your achievement?
8. What are some of your weaknesses?

QUESTIONS TO ASK THE INTERVIEWER

1. What is on your desk and, if I started today, how could I help you with your project/case?

   **Goal**: to demonstrate enthusiasm for the practice, weave talking points from the résumé, start a discussion regarding key priorities

2. What do you see as the biggest challenge facing the person in my position

   **Goal**: create an opportunity for a follow-up discussion focused on conveying how your strengths can help meet these challenges

3. In your experience, what are some of the essential attributes of a successful associate/attorney?

   **Goal**: an opportunity to discuss how these essential attributes play into your strengths as an attorney and a professional

4. What do you enjoy most about working for the firm/organization/agency?

   **Goal**: give the interviewer an opportunity to describe a positive experience and follow-up with a demonstration of your enthusiasm for this position
Appendix P: Sample Thank You Letter

1101 University Drive, Apt 5B
Durham, NC 27708

February 2, 2016

Martha Brown, Esq.
White & Case LLP
1155 Avenue of the Americas
New York, New York 10036

Dear Ms. Brown:

Thank you very much for meeting with me at the New York LLM job fair last week. I very much enjoyed interviewing with you and remain interested in a position with White & Case. I was surprised and pleased to meet with another lawyer from France, both because it was nice to speak French again briefly, but also because it helps to see someone who has taken a path similar to mine and has been successful.

As you know, I am very interested in competition law and would like, at least initially, to work in Brussels or another White & Case office outside of France. I believe that this will improve my international legal skills and make me a better international lawyer.

Please let me know if you need any additional materials from me. I hope to meet with you again. I would welcome another interview at your convenience.

Sincerely,

Natalie Vogel
Appendix Q: Foreign Legal Associate Positions with U.S. Law Firms

(Current as of August 2015)

Alston Bird:  http://www.alston.com/careers-foreign-internships/


Crowell & Moring: http://www.crowell.com/Careers/Lawyers/Visiting-International-Scholars-Program

Curtis Mallet: http://www.curtis.com/sitecontent.cfm?pageid=45

Debevoise:  http://www.debevoise.com/associatesfaqs/

Fox Horan & Camerini:  http://foxhorancamerini.com/recruiting/ (Look for Foreign Lawyers)

Freshfields: http://www.freshfields.com/en/united_states/careers/lawyers/LLM_students/

Gibbons:  http://www.gibbonslaw.com/careers/referendare/ (German only)

Shearman & Sterling:


Sullivan & Cromwell:  https://careers.sullcrom.com/vlp

Zuber Lawler: 
http://www.zuberlaw.com/lawfirm/careers/visiting_foreign_attorney_internship_program

*Many other U.S. law firms claim to occasionally hire Foreign-trained students pursuing an LL.M. For a complete list, please go to the www.nalpdirectory.com and select “Foreign LL.M.s” from “Organizations that hire” dropdown menu.