



*PILC's mission is to give all students the inspiration and information to incorporate public service into their careers.*

**THE LL.M.  
PUBLIC INTEREST  
JOB SEARCH  
HANDBOOK  
2013-2014**

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# LL.M. Public Interest Job Search Handbook

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## I. INTRODUCTION

### ***What is the Public Interest Law Center (PILC) and what can we do for you?***

NYU School of Law teaches graduates that a law degree carries with it a responsibility to society to engage in public service and *pro bono* work throughout their career. To this end, the Law School has built strong clinical programs, offered courses in public interest law, sponsored student organizations that conduct *pro bono* work, hosted speakers, developed public service career counseling programs, and supported a myriad of *pro bono* opportunities. In 1992, NYU Law created the Public Interest Law Center (PILC).

Since then, PILC has become a national model for the promotion of public service. As the focal point for public service opportunities, PILC oversees a variety of programs and provides students interested in public service with comprehensive support from course advice to career counseling. PILC and its staff are here to help you whether you are seeking advice on job opportunities, public service internships, *pro bono* opportunities, course selection, extra-curricular activities, or other questions related to public interest work. In addition, PILC sponsors various educational programs, such as the Leaders in Public Interest Series which enables NYU Law students to hear from and interact with distinguished members of the public interest field. Students in Singapore can view all of our programs on our website.

PILC has prepared this Job Search Handbook as a guide to help you plan a public service career. Additionally, a wide range of job search information and materials are available on the PILC website, <http://www.law.nyu.edu/publicinterestlawcenter/index.htm>, especially our Online Library, <http://www.law.nyu.edu/publicinterestlawcenter/careerresources/index.htm> (login with NetID and password is required), and through the Public Service Jobs Directory (PSJD), accessible at [www.psjd.org](http://www.psjd.org).

### ***How should I decide whether public interest is right for me?***

Many lawyers want to do public service work as part of their careers. However, not all wish to pursue public interest as their full-time vocation. Public interest lawyers typically earn substantially less than those at law firms or in the private sector. Yet, although it may seem counterintuitive, public interest jobs are harder to get since public interest lawyers are often motivated more by their commitment to an issue than by financial remuneration. Because these jobs are so competitive, ***you should not consider public interest as a fall-back in case you do not get a law firm job*** – if you want to pursue public interest we strongly advise you to use your time at NYU to do internships and network to help you achieve that goal.

There are still many ways for you to contribute to public interest even if you decide to work in the private sector after your LL.M. Lawyers do *pro bono* work by representing clients, participating in bar associations, and providing technical assistance to developing countries, to name just a few examples. Furthermore, many attorneys start their careers in the private sector

and later transition to public interest. PILC counselors will be happy to help you think through these issues, and decide on the best path for you.

### ***What is the timing of the public interest search?***

Public interest employers hire according to their own budgets and needs; the timetable differs for each employer. As a general rule, the only hiring that takes place in the fall is for fellowships, some government positions, and a few formal entry-level programs. Some fortunate students will receive fellowships and job offers by winter, but most will have to wait until job openings are posted in the spring and summer. Many LL.M. students continue searching for jobs after graduation, and some do volunteer internships after graduation to build their resumes and help position themselves to get paid work in the future.

### ***How do PILC and NYU School of Law define "public interest"?***

We use the terms "public interest" and "public service" interchangeably, to mean work that is pursued on the basis of individual or group concepts of justice, fairness, and advancement of the public good, rather than for commercial or personal gain. It is a deliberately broad definition, one that encompasses working in government and inter-governmental institutions as well as in non-profit organizations.

### ***What are the different types of public interest subject areas and practice settings?***

Public interest includes many subject areas, ranging from community economic development to children's rights to criminal justice to the environment. LL.M. students are frequently interested in human rights, international development, public international law, governmental service, and other non-corporate sectors. Appendix I lists some placements that recent LL.M. students have obtained after graduation. Listed below are the major types of public interest practice settings.

**International Public Interest Work** – The type of work available varies widely, as do the settings in which attorneys practice – and many do not practice law at all in a strict sense, but rather use their law degrees to do policy or law-related work. Note that many international employers demand proficiency in at least two languages. Opportunities here can fall into three types of organizations:

- **Inter-Governmental Organizations (IGOs)** – (including the UN system, Inter-American agencies, European agencies, multi-lateral development banks, etc.) – IGOs frequently hire lawyers for international legal positions and for other programmatic positions. However, this can be a challenging sector to break into, in part because the hiring processes of these large bureaucracies are not always transparent. (See below for more information on hiring by the UN and IGOs.)
- **Government Agencies** – (U.S. State Department, foreign ministries, and international development / cooperation agencies) - Virtually every government hires lawyers to work in international relations, on issues ranging from diplomacy to human rights to development cooperation. Some are hired as attorneys and others in non-legal foreign or civil servant

positions. Most governments have exams or formal recruiting programs, and only hire their nationals. Some smaller countries, however, occasionally hire foreign attorneys to work as legal advisors to their embassies abroad (including UN missions in New York).

- **Non-Governmental Organizations (NGOs)** – There are two main kinds of NGOs: international NGOs that work in multiple countries and local NGOs that work mainly in the country where they are based. NGOs (and NYU Law graduates who work with them) work on an incredible array of issues including human rights, refugees, conflict resolution, environmental protection, economic development, and more. Open positions can be scarce, as most NGOs tend to hire only when they have a vacancy. A few international NGOs have annual fellowship programs. Hiring practices at NGOs vary widely depending on their size (which can range from a few volunteers to hundreds of professional staff), location and budget. As a general rule, however, NGOs tend to hire people who have demonstrated a commitment to their work through internships or past work experience.
- **Alternatives to Traditional Public Interest Lawyering** – Economic development, think tanks, alternative dispute resolution, foundation work, etc.

**Domestic Public Interest Work** – Opportunities for public interest legal work vary substantially from country to country. Within the United States, public interest law encompasses several main categories of work. It is important to note that jobs in U.S.-based public interest organizations can be very difficult to get. Foreign-trained LL.M. students must usually become admitted to the bar in the state where they wish to work (see Appendix J for information on eligibility to sit for state bar exams) and have some relevant work experience to be competitive. Domestic organizations are often unable to sponsor work permits for foreign lawyers.

- **Impact Organizations** – These organizations focus on law reform efforts in one or more specialty areas, or advocate on behalf of a particular group of people. Typically, these offices prefer that applicants have a few years of legal experience in the U.S. before applying for a permanent position.
- **Civil Legal Services** – Represent individuals who cannot afford an attorney. These positions involve significant client contact, so employers tend to look for people who have experience working with indigent communities. Again, U.S. practice experience is required.
- **Death Penalty Resource Centers** – Represent death row inmates in appeals of capital convictions. In-depth knowledge of U.S. criminal and appeals procedure is a must.
- **Public Defenders** – Funded by the government and located throughout the country, these offices represent indigent defendants in criminal cases.
- **Prosecuting Attorneys** – The U.S. Attorney offices prosecute federal cases. District Attorneys, which prosecute local cases, are organized by state or county. Many prosecutors require U.S. citizenship.

- **Federal Agencies** – U.S. government offices that address certain areas of federal law and/or represent the federal government in legal matters (e.g., Department of Health and Human Services, Securities and Exchange Commission, Environmental Protection Agency). Federal agencies require U.S. citizenship and employees must obtain a security clearance.
- **State and Local Agencies** – Specialize in particular areas of state or local government (such as Social Services, Environmental Conservation, Attorney General, etc.). Typically, each agency has its own legal staff. They tend to hire people who have a connection to the state.
- **Capitol Hill and State Legislatures** – Attorneys work on Capitol Hill and in state legislatures as legislative assistants in individual parliamentarians’ offices or as staff attorneys for committees.
- **Labor Unions** – Almost all national and international unions have a central legal department offering a range of public interest lawyering opportunities.
- **Public Interest Law Firms** – Typically small firms specializing in public interest law areas (employment discrimination, labor law, police brutality, family law, immigration, civil rights, etc.) on the plaintiff side or working with an underrepresented group.

### ***Where can I go to learn more about specific practice areas?***

Check out *International Public Interest Law*, an excellent handbook published by Yale Law School, available at [http://www.law.yale.edu/documents/pdf/CDO\\_Public/2012\\_body\\_of\\_guide\\_PUBLIC\\_.pdf](http://www.law.yale.edu/documents/pdf/CDO_Public/2012_body_of_guide_PUBLIC_.pdf) You may also wish to consult the handbook and directory, *Serving the Public: A Job Search Guide* (International - Volume II), which provides a near-comprehensive overview of the field, describes the different opportunities available and includes narratives from lawyers currently engaged in international work.

A similar guide focusing on domestic opportunities in the U.S., *Serving the Public: A Job Search Guide* (Domestic - Volume I) contains lists of public interest organizations as well as job search strategies and personal essays about the practice of public service law.

In addition, Appendix D (international) and Appendix E (domestic U.S.) have links to numerous helpful websites.

### ***When should I meet with a PILC counselor and what can I expect from the meeting?***

PILC counselors will discuss your experience and goals, will help you refine and plan your job search, and will review your resume. The appointment will be most productive if you do some initial research on organizations that interest you beforehand. If you are interested in international public interest opportunities, you should schedule an appointment with Associate Director Sara Rakita. Biographies of the all PILC counselors appear in Appendix A. You can send an email to [pilc.info@nyu.edu](mailto:pilc.info@nyu.edu) to schedule an appointment.

### **Before your counseling session, we require that you:**

- 1) Watch the video of the LL.M. Public Interest Job Search Workshop on the PILC website at <http://its.law.nyu.edu/pilc/career/index.cfm?&TEMPLATE=new&FUSEACTION=home.vidmain&>.
- 2) Register with the Career Services Manager (CSM) powered by Symplicity and make sure you check off public interest in your profile, because PILC uses it to communicate with students by email regarding notices of opportunities, deadlines, and other information.
- 3) Register on PSJD at [www.psjd.org](http://www.psjd.org) and do an “organization list” search to get a list of organizations that you may be interested in (see Appendix F for instructions).
- 4) Prepare a draft of your resume, using the handbook distributed by the Office of Career Services (OCS), and email it to [pilc.info@nyu.edu](mailto:pilc.info@nyu.edu) before your appointment.

## **II. THE PUBLIC INTEREST JOB SEARCH**

As you have gathered, the public interest job search is quite different from a private sector search. You may have to work harder to get a job, it might take you longer to find one, and it will most likely pay substantially less than private sector jobs. On the other hand, the work will be fulfilling and most likely more interesting. You should take comfort from the fact that one public interest job inevitably leads to another. We realize that the process (particularly the timing) of obtaining this first job is often anxiety-filled. But those who begin in law firms often have a challenging time transitioning out, while alumni in public interest find subsequent job searches easy, because they have developed more skills, knowledge, and contacts.

### ***What should I be doing now?***

First and foremost, you should focus on your studies – you came to NYU to study law and you should not let your job search interfere with that! But there are a number of steps you can take while you are here that may complement what you are learning, and should not be too time-consuming.

- Think about what you want to do. Figure out your dream job and also a palatable back-up plan.
- Keep your CSM and PSJD profiles current.
- Research fellowships and funding opportunities beginning in the Fall semester and apply for any that appeal to you and that you are qualified for. Make sure to check for early application deadlines. Think about creative ways to raise funds for the work you want to do, and discuss this with a PILC counselor.
- Get involved in student groups like Law Students for Human Rights, International Law Society, etc. In addition to being a great way to meet other students with similar interests, this will look impressive on your resume.
- Apply to be a research assistant for a professor. You will earn some money, add another job to your resume, and develop a good relationship with the professor... which may, in turn, lead to a recommendation for a job.

- Consider doing an internship (see below for more details).
- Network! (see below).

### ***How should I plan a public interest job search?***

Before you begin your job search, it helps to take time to reflect and identify the individual interests, goals, and requirements that will serve as the parameters for your search. Consider where you want to be, what type of work environment you enjoy, and what type of law you would like to explore. Some questions to ask are:

- Where do I want to be geographically? Do I want to work in the United States? To go home? To work in a developing country? Where am I eligible to become qualified as an attorney?
  - Be sure to consider both short-term and long-term objectives. E.g., some students want to work in a developing country for a few years, and then settle in their home country, in Europe, or in the U.S.
- Do I want to work mainly in an office or out in the field? Do I prefer sitting at a computer all day or dealing with people? Working with indigent clients or communities or mainly with other professionals?
- Do I want to litigate? If so, in what kind of courts?
- Do I want to do strictly legal work, or do I want to use my law degree to work on broader issues like conflict resolution or development policy?
- Am I interested in community education and organizing?
- Do my current interests and background lead to any particular area of law?
- What legal and/or work related experiences have been particularly enjoyable?

The answers to these questions will establish some major boundaries within which to search for a job, and evaluating the types of practice areas available should become a bit easier.

### ***How can I get a job with the UN?***

There is no single path to get into the UN or other IGOs. There are several main ways that people get hired, but none should be considered a sure thing. The best advice we can give is that it takes persistence and creativity, with a measure of luck and being in the right place (and knowing the right people) at the right time. You will find links to some of the programs mentioned below as well as agency job-sites in Appendix D. When applying, it is best to both go through formal channels listed on the organization's website, and also to network within the organization to make sure they actually consider your application (and to see if there are any other openings).

Most agencies recruit interns, some through volunteer programs and others with paid internships. IGOs typically have a rule that interns cannot be hired as employees in the six months following completion of their internships. We recommend pursuing possible internships nonetheless, though, as they can still help position you to get a paid job later. Interning is a great way to get to know the agencies, prove yourself to potential employers, build your resume, and make contacts.

Many UN agencies and IGOs have organized entry-level programs for “young” and “junior” professionals. These include programs for young lawyers, and others for law-related positions that focus on development, human rights, refugee protection, etc. Some involve competitive exams, others are simply application processes.

- The best way to get hired by the United Nations is through the Young Professional Program (formerly known as the national competitive recruitment exam), offered annually in certain fields for nationals of certain countries. The nationalities and fields change each year – see Appendix K for this year’s participating countries. Note that processes can be very lengthy – it can take a year, sometimes much longer, from the time of application to starting a job.
- A number of governments also sponsor two-year JPO programs for young professionals to work with certain agencies; information about JPO programs is available from sponsoring governments and through the links in Appendix D.
- In addition, the UN sponsors a UN Volunteer (UNV) program that often hires young lawyers. Don’t be fooled by the word volunteer – UNVs typically receive stipends and generous per diems.

Entry level programs at IGOs are usually highly competitive, and many require a minimum of two years prior experience. They may only be available to nationals of certain countries and generally have age limits of 30-35.<sup>1</sup>

Outside of these formal channels, IGOs often hire professionals on a fixed-term or short-term contract basis. Networking is the best – and often the only – way to find out about these opportunities. Contract and consultant positions are not always posted on their websites (and, conversely, jobs posted on their sites are not always really available – sometimes they have to post them even if they have an internal candidate in mind). After obtaining an initial contract position, it becomes easier to secure further opportunities.

### ***What if I want to work in the U.S. after graduation?***

If you are a foreign trained LL.M., now is the time to decide how long you intend to work in the United States. If you plan to be in the US for a year or less, you should consider applying for fellowships, grants, and volunteer opportunities. If you are seeking paid employment, it may be a challenge to persuade a public interest employer to invest its resources in you if you do not have relevant experience or if you are not committed to the organization for the long term.

Check to see where you are eligible to sit for the bar exam and what you need to do to apply to take the exam. Note that requirements vary state by state in the U.S., and you may need to apply several months in advance. (See Appendix J for eligibility state-by-state.) If you plan to take the NY Bar, you will need to complete at least 50 hours of pro bono service during your LLM or after.

It can be very challenging to get public interest employers to sponsor a visa if you are not a US citizen or permanent resident, so be sure to investigate your visa requirements as well. PILC

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<sup>1</sup> NYU does not endorse discrimination based on race, color, religion, national origin, age, handicap, sex, marital or parental status, sexual orientation, or any other legally protected status.

counselors can help you think about how to broach visa sponsorship with potential employers, but we are not qualified to give you visa advice.

### ***Job Search Resources***

Once you begin to look for a post-graduate job, identify the resources you will regularly consult to obtain current job listings. A number of websites will allow you to create a profile that facilitates a listing of jobs to be automatically e-mailed to you. See Appendix D for a list of international web sites for job searches and Appendix E for a list of web sites for domestic jobs.

**Public Service Jobs Directory.** PSJD is a near-comprehensive database of public interest organizations and opportunities in the U.S., and some around the world. To access the database, register at [www.psjd.org](http://www.psjd.org). You may use the database while you are in law school and after you graduate. You can search the database by geographical region, type of organization, and practice area.

If you are interested in receiving e-mails that will inform you of job listings that match your interests, submit a personal profile. PSJD will then automatically send you notices of opportunities that match the criteria you submit. See Appendix F below for a primer on PSJD.

**CSM** (<https://law-nyu-csm.symplicity.com/students/>). Because PILC uses the Symplicity system to communicate with you by email, it is important for you to register. Remember to check off public interest and to keep your personal profile updated. You will also find internship and other job opportunities posted here.

**The PILC Web Site.** The PILC web page, <http://www.law.nyu.edu/publicinterestlawcenter/careerresources/index.htm>, has pages of links for international and domestic public interest jobs.

### III. NETWORKING

*When my PILC counselor suggested I contact Leora, I was a little hesitant and certainly had no idea how helpful and informative she would be. As I have always been cautious and uncomfortable with the idea of “networking” or reaching out to people I had not met personally, it is especially important for me to share how (unexpectedly) rewarding (and fruitful!) reaching out to her was. And of course, when I start my summer internship in Tel Aviv this summer, I know I will have already made a friend.*

-- Quote from a 1L student

Very simply, networking is the process of using people connections to gain information; it is valuable both in finding out about opportunities and in securing a job. Networking is helpful for any job search, but it is especially important if you decide to look for jobs in a subject matter or geographic area that you are not familiar with. Your network will also come in very handy professionally once you start working.

Everybody does it, so don't worry! Although it may seem intimidating, networking is really just a non-threatening way to share information. Think of it like a cocktail party without the cocktails. ☺

Do you think it's not necessary for you? We beg to differ. Some studies show that as many as 70% of jobs are obtained through networking! And when you think about it you really have nothing to lose – the worst that can happen is they don't respond.

#### ***How should I approach my contacts?***

Think in terms of building relationships. Never ask someone to get you a job. Let them know what you are interested in, ask them about their job and the path that brought them there, and get their advice on how to break into their line of work. Most people like to talk about their work and even busy people can spare ten minutes.

The best approach is usually to send a short email introducing yourself and asking if they would be willing to spend 10-15 minutes speaking with you by phone to discuss their field of work. Be sure to mention how you found the person. Attach your resume for the person's reference, but remember—you are not asking for a job, but simply for advice. For example:

“Hi Paul. Just wanted to let you know that I am completing my LL.M. at NYU Law. I am part of an exciting new program which allows me to earn an NYU LL.M. focused on Law and the Global Economy, while completing coursework at the National University of Singapore with faculty with NYU faculty and classmates from all over the world. I have been doing really interesting research on fair trade and development. I am hoping to work in economic development after I graduate in March. Please keep me in mind if you hear of any opportunities. I would love to talk to you at some point to see if you have any ideas for me.”

Before you call or meet someone, it is a good idea to prepare an introduction. This should be about 30 seconds long and include key details to set the context – that you are an NYU Law student, how you got their name, and what you are interested in. You may also want to tell them a little more about yourself, for example if you have done relevant work before or during law school. End the introduction with a question; remember, the art of conversation is asking questions. *Practice* your introduction so you feel – and sound – confident! If on the phone, pay attention to speed and volume of your speech, and be sure to sound upbeat.

### ***What is an information interview and what should I say / ask?***

An information interview is basically a conversation with someone where you have a chance to ask them about the field they work in. Many employers are happy to hold information interviews, since the term implies that you are not asking them for a job per se, you only want information. They are a great way for students to learn about the field and to make contacts at the same time – employers will be very impressed that you took the initiative to reach out to them, and take this as a sign that you are committed to the field. Remember to be confident and upbeat during an information interview.

Some good questions include:

- Please tell me about your career path.
- What do you like best about your work?
- What are some of the challenges?
- What is a typical day like?
- What advice do you have for someone like me who would like to pursue a career in your field?
- Do you know of any organizations that might need interns or be hiring in the coming months?

*Always* ask who else you should contact before you end the conversation. Next, you can contact those people and you will already be able to name drop and point to a connection when you contact them. (E.g. Janice Kim at the United Nations suggested I contact you. I am currently an LLM at NYU Law and I am very interested in international criminal law...)

### ***What if the person I contact does not respond?***

Don't worry! In most cases, if someone does not respond it is usually simply because they are too busy. You should not take this personally – they can't really have something against you when they have never even met you. If you really want to talk to them, try once more. In your next email, it may help to acknowledge that they are very busy and let them know that you would be grateful if they can speak with you for just a few moments, or ask them who else you should contact if they do not have time to talk to you. If they still don't respond, then so be it – you'll just have to move on to other contacts.

## ***What should I do after someone helps me?***

Don't forget to thank people who have helped you. If you talk on the phone, a short thank you email is sufficient. However, if someone spends more than an hour with you in a networking meeting, it is nice to send a handwritten note.

Also be sure to follow up on their advice! Stay in touch, and they will let you know when they are hiring or know of a job for you. Check in periodically by sending key contacts a brief email message updating them about your career—where you are working over the summer, how your summer internship went, etc.

## ***How can I find people to network with?***

Many students, when they put their minds to it, realize that they already know lots of people to network with. You'll also have opportunities to meet – and network with – lots more people at NYU Law. We encourage you to make the most of it!

- Who do you know? Don't be shy about contacting current and past employers, college professors, relatives, family friends, and friends of friends! Even if you know them in a social context, it's ok to talk about work. And if you feel awkward since you haven't been in touch for a while, dropping a note to let them know what you have been doing and that you've started law school is a great way to bridge that gap.
- Faculty: Many NYU faculty have excellent connections in their fields. Talk to them - they really do want to help you and will enjoy getting to know you. They are sometimes contacted by employers looking to hire students or recent graduates and they can only help you if they know what you are looking for.
- Speakers on campus: Dozens of public interest lawyers come to speak at the Law School every year, many of them NYU alumni, and they usually appreciate meeting students interested in their work when they are here.
  - Most speakers in PILC's Leaders in Public Interest Series hold small group sessions with students before their lectures, on Monday or Wednesday evenings. We urge you to take advantage of these opportunities to meet and network with outstanding public interest practitioners! (NY Version)
- NYU Public Interest Legal Career Fair: Representatives of 200 public interest employers will be here in February – so take advantage! At Table Talk in Greenberg and Golding Lounges, their sole purpose is to network with you.
- NYU alumni: NYU alumni work in public interest organizations throughout the country and the world and many are eager to help students. Ask a PILC counselor for help in identifying alumni working in your areas of interest. You can also search for NYU alumni on LinkedIn.com (which is like a professional Facebook). Feel free to join the PILC group on LinkedIn and also the NYU Law Alumni group – these are great ways to find people doing what you are interested in.
- Other lawyers from your home country working in NY or in the same field can also be a great resource. Don't feel shy about contacting family friends who may have relevant jobs or

contacts. Talk to the legal adviser or a diplomat at your country's embassy (in NY or mission to the UN). Remember that connections with government officials in your home country can be a big help if they are willing to put a word in for you when you apply to inter-governmental organizations or to government positions.

It is more difficult, but you can also network with people you don't know personally or who don't necessarily have an NYU connection. Here are a few ways to identify people to network with:

- Join bar associations, thematic organizations or other professional groups. Most of them have discounted student rates and their members are usually eager to help law students. Becoming a student member of a bar association is an excellent way to increase your knowledge and make contacts. Membership entitles you to various benefits, including the opportunity to be appointed as a student member of a committee, and look good on your resume.
  - Association of the Bar of the City of New York, [www.abcnyc.org](http://www.abcnyc.org), \$25 student memberships (but most events are free and open to the public)
  - New York State Bar Association, [www.nysba.org](http://www.nysba.org), \$10 student memberships
  - New York County Lawyer's Association, [www.nycla.org](http://www.nycla.org), \$25 student memberships
- Attend conferences and seminars on issues you are studying or interested in - and stay for the coffee break, luncheon, and / or reception. This is a great way to get to know others interested in the same topics. Make sure to get their business cards and send them an email to follow up – if only to tell them you enjoyed meeting them.
  - For example, attend International Law Weekend in New York October 24-26 (see [http://ila-americanbranch.org/Intl\\_Law\\_Wknd.aspx](http://ila-americanbranch.org/Intl_Law_Wknd.aspx) for details)
- When all else fails, look at the staff list on an organization's website or check who is quoted on a particular topic in news articles, and try writing to someone you don't know at all. Tell them how you found their name or what interests you in their organization – they will probably be impressed – and flattered – that you went to so much effort to find them.

## **IV. RESUMES, COVER LETTERS, & INTERVIEWING**

### ***What should I include in a job application?***

Once you have determined the type of practice and geographic area in which you wish to work, the next step is to compile credentials, research potential employers, and make contact with them.

Job applications typically include a well-drafted cover letter and resume (for those of you who are not familiar with it, resume is the American version of a C.V.). The resume, with the cover letter, presents you to potential employers as a suitable candidate for a position. It will also be the basis for your interviews; the resume is generally used as a “conversation starter” during an interview. In some situations, the resume and cover letter may be the only example of your written work that the hiring organization ever sees.

## ***How can I learn more about resumes and cover letters?***

PILC recommends that you consult the OCS publication, the “LLM Job Search Resources Handbook” for a general overview of the job search process and of the many services offered to job seekers by OCS. This Public Interest Handbook is intended to build on the OCS publication and to present additional guidelines for public interest searches.

PILC counselors will be happy to help you work on your resume and cover letters before you send them to potential employers. However, we ask that you first read through this and the OCS handbook and that you put your resume into NYU format before scheduling your appointment.

## ***How is a resume different from a C.V.?***

A resume is a summary of your education and employment that highlights your best qualities. The main objective of your resume is to convince an employer to hire you. A resume is often shorter and more compact than a C.V.; your resume should probably be only one page long, although public interest resumes can go onto two pages if you have significant work experience or a number of publications. Resumes do not include photos or personal information such as age or marital status.

A resume is often skimmed, not read. A successful resume is neat, well-organized, quickly highlights the skills and experiences you want to market, and guides the employer to your strengths during an interview. Resumes are organized in reverse chronological order. Make sure that your resume is concise, error free, easy to read, and has consistent formatting (believe it or not, sometimes people do not get an interview because of a typo in their resume). It is also a good idea to ask a colleague - or a PILC counselor - to proofread your resume, as it is often easier to spot mistakes with a fresh set of eyes.

Note that certain countries have different conventions about cover letters and resumes. PILC staff are mainly familiar with practices of American organizations, which are common in many international organizations as well. However, if you are interested in a particular job market, you should also find out if different customs apply there.

## ***What should I include in the public interest resume?***

The public interest resume is similar in many respects to any other resume. However, in addition to listing your education, skills, and experience, the public interest resume should demonstrate your commitment to the field. Your enthusiasm for public interest can be evinced through your academic accomplishments, previous jobs, volunteer experiences, internships, and any other relevant experiences. Descriptions of your experiences should focus on the skills you gained. Choose active verbs. Some resumes will focus on clients that were served to demonstrate the skill of working with a particular client base. See Appendix B for a sample LL.M. resume. You should consider highlighting:

- public service employment
- functional skills (research, organizing, client interviewing, drafting, analysis, oral advocacy, negotiation, etc.)
- experience in substantive areas
- volunteer and pro bono work

- clinical experience at NYU Law
- professional and public service affiliations
- bar admissions / where you are qualified to practice
- language skills
- publications
- other special skills or information.

### ***What should I include in the public interest cover letter?***

The cover letter provides prospective employers with their first exposure to you and thus, like your resume, it should demonstrate your commitment to (or interest in) public service and the work of the employer. A successful cover letter is addressed to a particular person, starts with an introductory paragraph that identifies you and the position you seek, continues with a second paragraph that describes your qualifications, skills and interests, and concludes with an “ask” in the third paragraph. In the cover letter, it is also important for students to demonstrate that they know something about the work of the organization. You can then discuss how your skills fit the organization’s needs. *Do not forget to include an email, address, and telephone number where you can be reached!* A cover letter should usually fit on one page. See Appendix B for a sample cover letter.

You should address your cover letter to the hiring attorney or recruiter by name if you know who he or she is. Otherwise, you can use general forms of address, such as “To whom it may concern,” “Dear members of the hiring committee,” or “Dear Sir or Madam.”

In the introductory paragraph, you should identify yourself and the specific position you seek. You should mention how you learned of the position or organization; if you have a personal contact, mention this in the first paragraph.

The second paragraph (and sometimes a third) should demonstrate why the employer should hire you. This need not be chronological. Rather you should synthesize your past experiences to demonstrate that you have the skills they seek. Have you worked in similar situations before? What prior experiences have helped you develop useful, relevant skills? Have you written papers or taken courses on topics relevant to their work? *Don’t merely restate what is listed on your resume*; the cover letter is an opportunity to analyze how your experience is useful for this particular employer and to reflect your personal involvement and enthusiasm with the subject area. It is also **essential** to demonstrate that you have knowledge of / commitment to / interest in the issues the employer works on.

The final paragraph is the conclusion. If you are responding to an open position, the conclusion should state your interest in arranging an interview to discuss the position, how they can contact you, and when you would be available for an interview. (After you have submitted a cover letter and resume, if you do not hear back from the prospective employer within two or three weeks, you should follow up.)

If you have sent a letter of interest without knowledge of an open position, then you should indicate the action you will take to follow up with the contact person to make sure that your resume and cover letter were received, for example that you will call their office in two weeks.

### **Common pitfalls to avoid**

The most common mistake students make when writing cover letters is describing only why the job would be perfect for them but not how you can contribute to their mission. Rather than discussing how a job with the employer fits into your goals, you should use your cover letter to sell yourself. You need to describe the qualifications, skills, and interests that make you stand out. Answer the question of why you are interested in this particular area of law or particular employer.

Keep in mind that some employers, especially in the U.S., do not usually hire LL.M. students and some may not even know what the LL.M. is. If you think this might be the case for a particular employer, you should include some language to set them at ease – by explaining that you are already a qualified attorney and are doing an additional masters in law or that you are planning to sit for the relevant bar exam (if you are eligible), or otherwise responding to concerns the employer might have.

### ***What are some basic rules about resumes and cover letters?***

#### General Tips

- Proofread every document – do not rely solely on spell check, as it does not catch every mistake.
- If English is not your first language, have a native English speaker proofread them again.
- Use the same font consistently throughout both the cover letter and resume. Make sure this is a normal size font – no smaller than 10.5 point and no larger than 12.
- Use the same abbreviations throughout the cover letter and resume.
- There are two spaces after the period at the end of every sentence and after every colon. Commas and semi-colons are followed by only one space.
- Delete “throat clearing” terms: “worked assisting professor with research” can usually be edited to “researched.” See “Omit Surplus Words,” (Appendix G).

#### Resume tips

- Start every sentence with an action verb, and be specific when describing job functions, cases worked on, research areas, and documents drafted.
- Never use the first person in your resume.
- Organize entries in reverse chronological order.
- Be consistent in formatting dates and in your use of commas, bold, italics, and small capitals.
- If relevant, be sure to use the correct Blue Book form of journals or publications.

#### Cover letter tips

- Include contact information, including email and telephone number.
- Make sure that the name of the organization and the contact person are spelled correctly. If you are unsure of the contact person’s gender, call the organization to confirm or write, Dear First Name Last Name in lieu of Mr. or Ms. Last Name.
- Spend as little space as possible discussing your reasons for wanting to work with a particular organization. Focus instead on your experiences and skills.

- Vary the structure of your sentences to avoid repeated rhythm. Do not start every sentence with “I”.
- Spell words out - avoid using abbreviations or contractions.
- Make sure that the cover letter flows smoothly and that your transitions make sense.

### ***What kind of references / recommendations do I need?***

Most employers will ask you for two or three **references**. References are people who know you well and have supervised you, who can tell the employer more about you, and ideally talk up your strengths and why you are right for the job. You can ask NYU professors, professors from previous universities, and former supervisors to serve as references. Employers may ask for references early on, but they rarely contact them unless you are a finalist for a position. If your references know someone at the organization where you are applying or if they are very enthusiastic about helping you, they might want to go ahead and contact the employer proactively by emailing or calling on your behalf.

Applications for fellowships and other very competitive positions sometimes require you to submit **letters of recommendation**. In this case, you may ask some of the same people to write a letter on your behalf. Keep in mind that recommendation letters in the U.S. tend to be very detailed, strong, and positive. Sometimes, recommenders will ask you to draft a letter for them to sign. If not, you may need to tell them what is expected in this context - a letter stating simply that you worked for an organization and did satisfactory work could actually hurt you, as it would be perceived as mediocre. So you should not be shy or modest! As always, PILC counselors are available to help you through this process.

### ***Will they want a transcript or writing sample?***

If they ask for grades, or if your grades are good, you may also include an unofficial transcript. Instructions for preparing an unofficial transcript are in the “J.D. /LL.M. Unofficial Transcript Addendum” in the Document Library section of CSM. NYU policy prohibits you from preparing any unofficial transcript except the Albert one.

Many employers request a writing sample, as well. Writing samples may demonstrate legal writing skills, non-legal writing skills, and English proficiency depending on the position. A good length is usually 5-10 pages, though some employers prefer even shorter pieces of 2-3 pages.

### ***How can I hone my interviewing skills?***

An articulate, confident, professional first impression is a key component of achieving success in searching for a job. With this in mind, OCS publishes “The Art of the Interview” and will conduct an Interviewing Skills workshop for foreign-trained students. A video of the program will be available online - to view it go to the OCS webpage, click on resources and select the video by title. OCS will also hold interview practice interview sessions. And you have the option to do additional practice video interviews through CSM/Symplicity.

PILC encourages you to use these OCS resources, and also encourages you to discuss questions you may have about interviewing when you meet with a PILC counselor. We will be happy to

conduct a mock interview with you to help you prepare for a public interest interview. Students find these mock interviews incredibly helpful, and say they feel much more confident after doing them.

### ***How should I prepare for a job interview?***

You should prepare for a job interview by learning as much as possible about the organization, its work, and its attorneys. Employers want to hire applicants who are enthusiastic about working for them and genuine enthusiasm comes from knowledge. You should thoroughly review the organization's web site, read about their program areas, and skim through recent publications or press releases. Search for their name in Westlaw and LexisNexis for case decisions and news reports. It is wise to ask for the names of the people who will interview you so that you can research them also. The more you know, the more comfortable you will feel and the more convincing you will be.

Be sure to think about obvious questions they are likely to ask, such as "why do you want this job?" and "tell me about yourself," and make sure that you have good concise answers. You should also expect questions including "What are your strengths and weaknesses?" and "Where do you see yourself in 5 or 10 years?" Most employers end interviews by asking if you have any questions for them. Be prepared and think of three or four questions about their work, the interviewer's background, or the hiring process.

### ***What is a behavioral interview?***

A behavioral interview is increasingly being used by public interest employers. It is based on the belief that the best predictor of future performance is past behavior. Behavioral interview questions often begin with phrases such as "Tell me about a time when you . . ." or "describe a situation when you . . ." These questions are looking for specific examples of behavior that demonstrates the qualities applicants claim to have. For example, if you describe yourself as "hardworking," a behavioral interview question will ask for a specific example. The best way to prepare for this type of interview is to think of examples of the concrete challenges you have faced and successes you have had in previous jobs, internships, and clinics.

### ***How should I dress for an interview?***

A suit is favored or at least conservative, dark business attire. You want the interviewer to focus on your answers, not on your appearance.

### ***What are special tips for a telephone interview?***

For telephone interviews, a good technique is to stand up because your voice will project more energy and enthusiasm. Also, be sure to smile as you speak, as it will make your voice sound friendlier. The other thing to keep in mind on the phone is to make your answers concise and to the point – not that you shouldn't answer questions fully, but it is easy to keep talking for too long without the visual cues that the interviewer is satisfied or ready to move on.

### ***Should I ask about salary, hours, and benefits in an interview?***

No. An interview is not the time for you to bring up these issues unless the employer asks you. The best time to discuss this is AFTER an employer makes you an offer.

### ***Should I send a thank you letter?***

YES, you should email a thank you note shortly after an interview. A thank you note provides an opportunity to reinforce your enthusiasm, skills, and knowledge, as well as to address any problem areas or issues that were not adequately addressed in the interview. For example, after you say how much you enjoyed meeting them etc., you could address any concerns with something like “I’m not sure I explained/emphasized well enough [my litigation experience].” It is best to email individual thank you notes to everyone you met, so ask for business cards. Email is recommended because it can arrive within hours after the interview and can be easily forwarded around an office. Be sure to check the spelling of the interviewers’ names.

## **V. FELLOWSHIPS & INTERNSHIPS**

### ***What is a post-graduate fellowship?***

Fellowships are limited-term positions in public interest organizations, ranging in time from twelve weeks to two years. They are prestigious, and are often great entry-level positions that lead to future employment. Fellowships are also a good idea if you decide to forego a search for a permanent position and want to seek a project of limited duration.

There are two main types of fellowships: project fellowships and organization fellowships. Project fellowships are those where you create a project at a host organization and then apply, with the organization as your sponsor, to the donor. (Note: some project fellowships have deadlines in early Fall. It may be quite challenging to develop a proposal in time if you have not already started. Talk to a PILC counselor as soon as possible if you are interested.) Organization fellowships are those where a public interest organization, like Human Rights Watch, the American Civil Liberties Union, or Natural Resources Defense Council, hires a recent law graduate for a one or two year job.

### ***How can I find out about other fellowships and funding opportunities?***

The first place you should look is PILC’s Fellowship Handbook for information on selected fellowships and resources to help you prepare applications. There are quite a lot of international fellowships out there, but few of them are geared to law students per se and many have very particular criteria (e.g. children of refugees or immigrants, citizens of certain countries, alumni of a particular school, etc.) Two great sources for international fellowships and funding opportunities are PSJD and the Foundation Center ([www.foundationcenter.org](http://www.foundationcenter.org)), which has extensive resources on-line and also a great library not far from the Law School.

### ***What Post-Graduate Fellowships does NYU offer for LL.M.s?***

NYU offers several post-graduate fellowship programs for LL.M.s. Each program is different, though, so you should research each to decide what is right for you and make careful note of all the deadlines! There will be an information session on these fellowships on Friday, October 18,

at 2:00 p.m. in Furman Hall Room 216. More details on each program follow below, but here is a brief overview:

- **Center for Constitutional Transitions Fellowships (CCT)** with International IDEA in the Middle East
  - Deadline: Wednesday, November 13
- **International Finance & Development Fellowship (IFD)** with selected international development organizations
  - Deadline: Thursday, October 31
- **International Law & Human Rights Student Fellowship (ILHR)** with selected NGO and UN human rights offices around the world and with the UN International Law Commission in Geneva.
  - Deadline: Wednesday, November 13

The above programs provide a modest stipend of \$6,500, payable in two installments: before the internship begins and after the internship requirements are completed. Fellowships are open to LL.M. students in New York and at NYU@NUS.

In addition, NYU Law sponsors one student, usually an LL.M., to complete a clerkship with the **International Court of Justice** in The Hague. The application will likely be due mid-January.

The following post-graduate fellowships are open to both J.D. and LL.M. students.

- **Arthur Helton Global Human Rights Fellowship:** Created in 2008, this fellowship supports one or more graduating students annually who have demonstrated a commitment to pursuing a career in international human rights law, and who have designed sound proposals for work at a host organization that they have chosen. Applicants are invited to design projects to put their legal education to work on timely issues in countries where their efforts are most needed and where there are insufficient resources for human rights protection. The fellowship will provide a modest salary for one year and will cover health insurance and travel costs for graduates to work closely with their chosen host organization.
- **Equal Justice Initiative of Alabama:** These two fellowships for recent graduates present a terrific opportunity to work at the [Equal Justice Initiative](#) in Montgomery, Alabama for two years with Professor Bryan Stevenson. The work involves death-penalty appeals, civil rights litigation aimed at reforming the criminal justice system, community based initiatives dealing with juveniles and people with mental disabilities, and other criminal litigation.
- **George A. Katz Fellowship at the Brennan Center for Justice:** In honor of a great lawyer dedicated to building the next generation of public interest lawyers, Wachtell, Lipton, Rosen & Katz created the George A. Katz ('54) Fellowship Program at the Law School's [Brennan Center for Justice](#). Every other year, a selection committee awards a recent graduate with a two-year fellowship to work with Brennan Center on litigation, public education, research, and scholarship. The Katz Fellowship is offered every other year; students and alumni may apply in the fall of even-numbered years.

- **NYU Law and Social Enterprise Fellowship:** Administered through NYU School of Law under the auspices of the Jacobson Leadership Program in Law and Business, this fellowship promotes research and curriculum development in subjects related to legal issues in the area of social entrepreneurship. The fellowship broadly defines social enterprise as the use of business strategies to solve intractable social problems and advance a social mission.
- **Outten & Golden Employment Law Fellowship:** Every other year, Outten & Golden will offer a Fellowship to a recent NYU graduate to address issues of workplace fairness as an attorney with the firm for two years. Applications are accepted in the fall of even-numbered years.
- **Robert L. Bernstein Fellowship in International Human Rights:** The Bernstein Fellowship provides an opportunity for a recent graduate to spend one year doing human rights advocacy work at [Human Rights in China](#) in its New York or Hong Kong office.

See the PILC website and PILC's Fellowship Handbook for a comprehensive list and further details.

### ***What is the Center for Constitutional Transitions Fellowship with International IDEA and how do I apply?***

Center for Constitutional Transitions/International IDEA Research Fellowships are awarded to currently enrolled full-time, first-year JD, second-year JD, and LLM students at NYU School of Law in New York. The fellowships are full-time positions for a minimum of ten weeks, based in the constitution building program at the International Institute for Democracy and Electoral Assistance (International IDEA) in Cairo or elsewhere in the Middle East, depending on security. The summer fellowships are part of a larger partnership between the Center for Constitutional Transitions and International IDEA. One essential aspect of IDEA's work is to carry out legal research in relation to the constitutional transitions that are taking place throughout the region in the midst of the Arab Spring. Fellows will carry out substantive legal research, draft memoranda and other documents, liaise with counterparts in the region and participate in the organization of workshops, conferences, dialogue sessions, etc. Up to three students will be selected for a fellowship.

### ***What are the International Finance and Development Fellowships?***

The International Finance and Development Fellowships (IFD) are coordinated by the Office of Graduate Affairs, and current LL.M. students at NYU School of Law are eligible to apply. The Fellowship Program is designed to complement students' international legal education in a range of areas including finance, development, trade law, and intellectual property through practice experience and scholarship. There are two main components of the IFD Fellowship, a post-graduation internship at an international organization for a minimum of 10 weeks in duration, and the submission of a research paper to the Law School following the internship.

This year NYU expects to select at least ten students as IFD Fellows through a competitive process starting in October. Please note that if you are offered the fellowship you must accept - so be sure to think it through before you apply.

Placements for 2014 are likely to include (others to follow):

- European Bank for Reconstruction and Development (EBRD)
- International Development Law Organization (IDLO)
- International Institute for the Unification of Private Law (UNIDROIT)
- International Finance Corporation (IFC)
- International Monetary Fund (IMF)
- United Nations Office of Legal Affairs (OLA)
- World Bank
- World Intellectual Property Organization (WIPO)

Geneva Applications will be available online and will also be distributed during the October 18 information session. The IFD application is due Thursday, October 31 (note that this is earlier than the International Law & Human Rights Summer Fellowships). For further information about the program, please visit

<http://www.law.nyu.edu/publicinterestlawcenter/llmstudents/postgradfellowships/ifdfellowships>.

### ***What are the International Law and Human Rights Student Fellowships?***

The ILHR Program is coordinated by the Center for Human Rights and Global Justice in cooperation with the Institute for International Law and Justice. The program is open to full-time J.D. (1L and 2L), LL.M., and J.S.D. students who will be selected through a competitive process in the fall. At least ten slots will be dedicated to graduate students. The Fellowship Program is designed to enhance students' legal education in international law and human rights through scholarship and practice experience. The Fellowship Program has three main components: an internship at a prestigious organization in the summer, preparatory seminars in the Spring semester (including a credit course for LL.M. fellows going to the International Law Commission), and an academic research paper on a topic selected by the student working with a faculty advisor that, for most fellows, is due in October of the subsequent academic year. Note, though, that if you are offered the fellowship you must accept - so be sure to think it through before you apply.

This program is specifically designated for students seeking internships with certain highly regarded international organizations. Confirmation of fellowship placement sites for 2014 is still in process, but among the 20-25 institutions and organizations being considered are:

- Association for Civil Rights, Buenos Aires
- Association for Civil Rights in Israel, Tel Aviv
- Bangladesh Legal Aid and Services Trust, Dhaka
- Beijing Zhongze Women's Legal Research and Service Center, Beijing
- Defense for Children International, Sierra Leone
- Extraordinary Chambers in the Courts of Cambodia (Office of the Co-Prosecutor), Phnom Penh

- Human Rights Law Network, New Delhi
- Institute for Human Rights and Democracy, Lima
- Inter-American Commission on Human Rights, Washington
- International Center for Transitional Justice, Bogotá and perhaps one other office
- International Criminal Tribunal for the former Yugoslavia, The Hague
- International Law Commission, Geneva
- International Women's Rights Action Watch-Asia Pacific, Kuala Lumpur
- Judicial Reform Foundation, Taipei
- JUSTICE, London
- Kenya National Commission on Human Rights, Nairobi
- Legal Resources Centre (Constitutional Litigation Unit), Johannesburg
- Southern Africa Litigation Center, Johannesburg
- Special Tribunal for Lebanon, The Hague
- UN High Commissioner for Refugees, several offices including Ankara, Dakar and Geneva
- UN Office of the High Commissioner for Human Rights, location(s) to be determined

Fellowships will last a minimum of 10 weeks in length, and some will require 12 weeks' duration. If you are interested in internships at placement sites within the Fellowship Program, you must apply through this Program. Because NYU has made special placement arrangements with these organizations, NYU students may **only** intern at these sites through this program.

An information session is scheduled for Friday, October 19, 2:00-3:45 p.m., Furman Hall, Room 212 and applications will be distributed at that time. The application is due **Wednesday, November 13**. For further information about the program and a list of last year's placements go to <http://www.iilj.org/experience/internships.htm>, see <http://chrgj.org/opportunities/post-grad/> -- or email Tish Armstrong at [tish.armstrong@nyu.edu](mailto:tish.armstrong@nyu.edu).

### ***What opportunities are available with the World Bank?***

In addition to the IFD Fellowship for NYU students, the Legal Vice Presidency of the World Bank usually recruits LL.M. graduates globally for two entry level programs: the Legal Internship Program (LIP) and Legal Associates Program (LAP). For participants in both programs, duties include legal research, comparative legal analysis, drafting of legal documents and legal support of ongoing projects. Both programs provide invaluable opportunities for students interested in international development. We expect the World Bank to ask NYU to nominate two outstanding candidates for LIP and for LAP. More information will be available as soon as the World Bank announces details for this year's program.

## ***What steps should I take to apply for fellowships?***

1. Do a **search on PSJD** to identify the fellowships that fit the area of practice you would like to pursue.
2. Thoroughly **research** the requirements of each fellowship and the organization, in order to find out everything you can about them. Check each organization's web site. For project fellowships, research the previous projects that have been funded, available on their web sites.
3. **Network** with people who might be familiar with the organization or the fellowship: recent NYU graduates who have received fellowships (see NYU contacts listed for fellowships); faculty members or former employers. Feel free to also contact the organization directly with questions.
4. For project fellowships, **make ties with organizations**.
  - a. You might apply to work with an organization that you have already worked with but you need not be confined by this.
  - b. Make sure that the organization is not sponsoring someone else for the same fellowship.
  - c. Develop a project proposal with members of the organization.
5. **Request recommendations**.
  - a. Request letters early from your recommenders. Alert them as to when you will be giving them your application materials and the date by which you need their letter.
  - b. Some programs specify the people from whom your letters of recommendation should come. If not, there are likely two types of letters you should get.
    - Law School Professors - If possible, get a letter from a clinic professor or another professor who is very familiar with you and your work.
    - Employers - A letter from an employer who saw the full range of your work abilities is best. Try to find someone who can speak to your research, writing and oral advocacy skills. If developing a community education project, try to find someone who can discuss your teaching and organizing skills. Do not assume that a committee will be most impressed with the most "impressive" employer on your resume. It is better to ask someone who can be your best advocate.
6. For project fellowships, **write essays**.
  - a. Address the client needs and specifics of how you will accomplish your goals.
  - b. You (and your project sponsor) should explain the qualification of the sponsoring organization and emphasize the **supervision** you will receive, as fellowship organizations are very concerned that fellows receive excellent training.
  - c. See Appendices A and B for more tips, as well as PILC's Fellowship Sample
7. For organization fellowships, **write a careful cover** letter, explaining how your past experience (extracurriculars, clinics, journals, publications, moot court, internships etc.) makes you a valuable candidate. See Appendix B for sample cover letters.
8. **Compile your application**, including letters of recommendation, and apply on time (but there is usually no advantage to applying early).

**Prepare for an interview** by learning everything you can about the organization and the fellowship. Learn about the specific work of the organization by reading its website, doing a Lexis/Westlaw search on cases, and a Nexis search on news articles. Fellowship interviews can be demanding, so expect hypotheticals and substantive questions and be prepared to discuss your interest on more than a general level. For example, some organizations ask you to choose any legal issue of interest to you and present it to them. Others might ask you to outline how you would research a hypothetical issue in the area that they work in. Be prepared also for hypotheticals that require you to use your knowledge of the broad range of lawyering strategies. We highly recommend you meet with a PILC counselor to do a mock interview.

### ***What is an internship and how can I get one?***

An internship involves working for an organization, sort of as an apprentice. Hundreds of public interest organizations in New York hire interns – and many give interns very substantive work and rely on them to fulfill their missions. Public interest internships are often unpaid, but most employers try to compensate their interns by making sure it is a valuable experience. If you do good work as an intern, they are more likely to hire you when they have an opening for a paid position. Internships help you gain skills, make contacts, demonstrate your commitment, and develop a good reputation. Indeed, many public interest employers will expect you to have interned before they would even consider hiring you.

To apply for an internship, you should send a resume and a cover letter. You can respond to a posting or simply write to organizations that interest you – sometimes they do not post that they need an intern but that doesn't mean they wouldn't like to have one. In your cover letter, you should let them know that you are an LL.M. student at NYU (and explain what the LL.M. is if they might not know, as previously discussed), that you are willing to volunteer as an intern, that you have relevant skills to make a contribution to their work, that you are committed to their mission, and why you are enthusiastic about working with them.

### ***Should I intern during the school year?***

If you feel that you can devote at least one full day or two half-days per week without jeopardizing your studies, then yes, you should consider doing a term-time internship! We generally advise LL.M.s to wait until the Spring semester to intern, after you have been through a semester of classes and exams and have a better sense of how much time you could devote to it, especially if English is not your first language. It is generally not hard to obtain a term-time internship.

### ***Should I intern after graduation or the bar exam?***

We would all prefer for you to find a permanent, paid position straight away. However, despite best efforts this may not be the case for everyone. We recommend you first try to obtain a paid job, but that you should consider interning if you do not find one. In this case, the internship will be a big help to you in your job search. If you cannot afford to volunteer full-time, then consider doing a part-time internship and a part-time job.

If your interest is shorter term (e.g. you plan to spend a year or so in the U.S. before going back home, to do public interest for a while before starting at a law firm, etc.), you should consider interning because it may be harder for you to find a paid job at all.

## **VI. PRO BONO SERVICE**

### ***What are the Pro Bono Requirements for the NY State Bar?***

All persons who are admitted to the New York State bar after January 1st, 2015 are now required 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). The full text of the rule and FAQs can be found at <http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml>.

Because the requirement is new, the Court of Appeals is still working on defining exactly what counts as pro bono work. NYU Law is actively engaging with this process in order to clarify the requirement and make it as easy as possible for our students to satisfy it.

Below is an overview of what qualifies:

- Pro bono work must be law-related and supervised by an attorney in order to qualify.
- Internships with a broad range of organizations including legal services providers; public defender and prosecutor offices; not-for-profit organizations; state, local, or federal government agencies or legislative bodies; and judges or court systems all count as long as the work is law-related and supervised by an attorney.
- Pro bono work can be completed during the year before the date the LL.M. program commences, during the LL.M. program school year, or after completion of the LL.M. program and the bar exam (but before application for admission).
- Pro bono work abroad could also qualify if it is law-related and supervised by an attorney in that jurisdiction. You will be asked to explain the nature and circumstances of the work in detail.
- Pro bono work at a law firm qualifies as long as no fee is being paid, and the work is duly supervised and law related.
- NYU Law clinics may count (although students who need the LL.M. for NY bar eligibility should note that not all NYU clinics count toward the 24 credits you will need to earn as part of the LL.M. degree).
- You may receive funding or academic credit for work you do to satisfy the requirement.

The following things do NOT count:

- Scholarly research, such as academic research for a professor or work for a law journal or publication;
- Student-supervised pro bono (for example, the work of student organizations such as REACH, Unemployment Action Center, and the Suspension Representation Project does not qualify because students are not supervised by an attorney).
- Community service that is not law-related.
- Language translation or interpretation services provided separately from the actual provision of legal services.

### ***How will I get credit for the hours I complete?***

You will be required to complete the [affidavit form](#), including certification by your attorney 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. We strongly suggest that you review the complete [guidelines](#).

### ***What resources does NYU provide for finding pro bono opportunities and tracking hours?***

NYU Law is actively seeking to develop opportunities for LLM students to complete their pro bono requirement. Opportunities are posted in Symplicity. And students are encouraged to meet with Amy Heading, our temporary Pro Bono Manager, during the fall semester for advice on identifying opportunities. Amy can be reached at [amy.heading@nyu.edu](mailto:amy.heading@nyu.edu).

PILC has also created a module in Symplicity where students can track your hours. Note, however, that this module is to help you keep track only and that you will need to submit original affidavits when you seek admission to the Bar. For more information, see <http://www.law.nyu.edu/publicinterestlawcenter/probono-nysrule>.

## **APPENDIX A: PILC COUNSELOR BIOS**

### **Deirdre von Dornum, (J.D. Columbia Law School, M.A. Princeton University, B.A. University of California, Los Angeles)**

Deirdre von Dornum joined NYU School of Law from the Federal Defenders of New York, where she served from 2002 to 2013, first as an Assistant Federal Defender in the Southern and Eastern Districts, and from 2011-2013, as the Deputy Attorney-in-Charge for the Eastern District of New York. At Federal Defenders, Deirdre advocated for indigent clients charged with federal crimes, and handled a wide range of cases from investigation to appeal. She supervised numerous attorneys in trials, hearings, motion practice, sentencing litigation, and client counseling, as well as investigators and social workers in litigation and client support. Deirdre has also co-taught the yearlong Federal Defender Clinic at NYU Law, and taught as a guest lecturer at Columbia Law School in evidence, criminal procedure, and sentencing.

Prior to joining Federal Defenders, Deirdre was a litigation associate at Wilmer, Cutler, Pickering, Hale & Dorr in New York, where she specialized in white collar criminal defense and securities litigation. She also did extensive pro bono work during that time, including assisting the Capital Defenders of New York in *LaValle v. New York* and representing immigrants in proceedings in Immigration Court and before the Second Circuit.

Deirdre earned a B.A. in Classics from the University of California at Los Angeles, a M.A. from Princeton University, where she was a doctoral candidate in Classics, and a J.D. from Columbia Law School, where she was a Review and Essay Editor for the Columbia Law Review. After graduating, she clerked for Judge Anita B. Brody of the United States District Court for the Eastern District of Pennsylvania, Judge Stephen Reinhardt of the United States Court of Appeals for the Ninth Circuit, and Justice Ruth Bader Ginsburg of the United States Supreme Court.

**Sara Rakita (J.D. New York University 1998; M.I.A. Columbia University 1997; B.A. American University 1992)** As Associate Director of PILC, Sara specializes in international public interest law and also administers the summer public interest grants. Sara has worked extensively on human rights and the rule of law, primarily in Africa. Before joining PILC in 2006, she served as a long-term consultant to the Ford Foundation, where she was responsible for piloting and setting up TrustAfrica, a new grant-making foundation that is now based in Senegal. After graduating from NYU, Sara was the first NYU Fellow at Human Rights Watch and was then hired on as a researcher. During her five years at Human Rights Watch, Sara spent two years as the organization's representative in Rwanda, conducted field research in seven African countries, designed and led training programs for local human rights activists, and conducted extensive international advocacy. Sara has also consulted for Amnesty International, Global Rights, and several other human rights organizations and has been a sub-contractor for USAID as well as the Austrian development agency. While a student at NYU, Sara served as a Junior Fellow with Professor Thomas Franck and was awarded the ILC Fellowship to summer at the United Nations International Law Commission in Geneva. Between college and graduate school, Sara worked for the Eurasia Foundation in Washington, D.C. and in Uzbekistan. She has published numerous articles, reports, and chapters on issues related to human rights and Africa. Sara is fluent in French and has a working knowledge of Spanish and Russian.

**Rachel Peckerman (J.D. New York University 2004; B.A. University of Pennsylvania 2001)**

Rachel joined the Public Interest Law Center as an Associate Director in March 2010, where she specializes in domestic non-profit and criminal justice counseling and organizes the annual Legal Career Fair. After law school Rachel spent several years working as a public defender, first at New York County Defender Services, and then at the Legal Aid Society in Brooklyn. As a public defender, Rachel represented hundreds of indigent clients accused of misdemeanors and felonies. Rachel acted as lead counsel in jury trials, as well as at school suspension, sex offender registration, parole revocation, and housing hearings. Rachel has served as a Career Consultant at New York Law School, where she specialized in working with public interest students. She is a Trial Skills teacher for the National Institute for Trial Advocacy. She completed the professional course in culinary arts at the French Culinary Institute.

**Heidi Gilchrist (J.D. Columbia Law School 2001; B.A., cum laude, Yale University 1997)**

Heidi Gilchrist is the Associate Director of Academic Careers Program and Government Service. She also teaches legal writing. She was previously a Managing Editor at Wordsworth Publishing. She was an Analyst for the federal government and served on the Joint Terrorism Task Force in New York City. She was an associate at Cleary Gottlieb. Ms. Gilchrist served as a law clerk to the Honorable Judge Patterson in the Southern District of New York and was a Fulbright Scholar in Damascus, Syria.

**Sarah Hudson-Plush (J.D. Cardozo School of Law 2007; B.A. University of Michigan 2001)**

Sarah joined PILC, where she specializes in non-profit domestic organizations and post-graduate fellowships, as a part-time counselor in February 2012. After law school, Sarah was a Skadden Fellow at the Center for Family Representation, where she completed a project focused on the educational rights of indigent parents, including teen parents, involved in all stages of the child protective system. After completing her fellowship, Sarah remained at CFR, where she represented parents in neglect and abuse proceedings in Manhattan Family Court. Immediately prior to joining PILC, Sarah worked for a short time as a staff attorney at Advocates for Children of New York, where she represented families in special education matters and supported impact litigation work. Between college and law school, Sarah was a public school teacher, first as a Teach for America corps member in Newark, NJ, and then at a charter school in Hoboken, NJ.

## APPENDIX B: SAMPLE RESUME AND COVER LETTER

### STELLA STUDENT

79 Gray Gardens,  
London, England  
Mobile: +1-917-123-4567

110 West 3<sup>rd</sup> Street, #1111  
New York, NY 10012  
[stella.student@nyu.edu](mailto:stella.student@nyu.edu)

#### EDUCATION

**NEW YORK UNIVERSITY SCHOOL OF LAW**, New York, NY

LL.M. in International Legal Studies, 2014

Honors: Transitional Justice Scholar  
International Human Rights Award, for outstanding academic record

Activities: JOURNAL OF INTERNATIONAL LAW AND POLITICS, Graduate Editor  
Law Students for Human Rights

Publication: Book Note, 38 N.Y.U. J. INT'L L. & POL. 1111 (reviewing MARK A. DRUMBL, ATROCITY, PUNISHMENT, AND INTERNATIONAL LAW 2007)

**UNIVERSITY OF DUBLIN, TRINITY COLLEGE SCHOOL OF LAW**, Dublin, Ireland

Bachelor in Laws (LL.B.), 2011, *First Class Honours* Class Standing – 4<sup>th</sup>/86

Honors: Moot Court Advocacy (in Tort and Contract Law), 2008-2009

#### EXPERIENCE

**INTERNATIONAL CRIMINAL TRIBUNAL FOR RWANDA**, Arusha, Tanzania

*NYU Center for Human Rights & Global Justice Fellow*, May 2014 – August 2014

Digested and analyzed factual information presented at trial to assist in drafting judgment. Conducted legal research and drafted memoranda as requested by judge and legal staff in chambers. Researched and wrote working paper on command responsibility.

**INTERNATIONAL CENTER FOR TRANSITIONAL JUSTICE**, New York, USA

*Intern*, January 2014 – May 2014

Researched the institutional relationship between tribunals and truth commissions focusing on Sierra Leone.

**INTERNATIONAL HUMAN RIGHTS LAW CLINIC**, NYU SCHOOL OF LAW, New York, USA

*Student Associate*, September 2013 – May 2014

Researched and co-authored *Hidden Apartheid*, a report on caste discrimination in India by Human Rights Watch and the Center for Human Rights & Global Justice. Advocated at UN in Geneva around Committee on the Elimination of Racial Discrimination review of India's state party report. Researched issues international law in support of litigation in U.S. federal court. Drafted briefing paper on 'acquiescence' in definition of torture.

**WILLIAM FRY SOLICITORS**, Dublin, Ireland

*Summer Associate, Litigation Department*, May 2013 – August 2013

Researched points of law with a special focus on corporate crime in Ireland's oldest law firm. Drafted pleadings, affidavits, and prepared evidence for major transnational intellectual property litigation in the High Court. Assisted counsel during hearings.

**INTERNATIONAL SERVICE FOR HUMAN RIGHTS (ISHR)**, Geneva, Switzerland

*United Nations Monitoring Team Intern*, May 2012 – August 2012

Monitored UN human rights meetings and published reports in the *Human Rights Monitor*. Researched and wrote briefing comment on the regional human rights systems and guide to NGO interaction with UN treaty bodies.

#### ADDITIONAL INFORMATION

Conversational Irish and German. Enjoy sailing, amateur theatre, ballet, and homeopathy.

**STELLA STUDENT**

79 Gray Gardens,  
#1111  
London, England  
Mobile: +1-917-123-4567

110 West 3<sup>rd</sup> Street,  
New York, NY 10012  
[stella.student@nyu.edu](mailto:stella.student@nyu.edu)

March 30, 2014

Dimitrina Petrova  
Executive Director  
Equal Rights Trust  
193 Fleet Street  
London, EC4 2AH  
United Kingdom

Dear Ms. Petrova:

I am a law graduate of Trinity College Dublin, Ireland currently completing my LL.M. in International Legal Studies at New York University School of Law. Please accept my application for the position of Legal Research Associate with Equal Rights Trust. I believe my skills, experience, and interests make me ideally suited to help develop and manage a research agenda on anti-discrimination and to contribute to the important mission of the Equal Rights Trust.

As you can see from my resume, I have a solid academic background in human rights law as well as significant experience in human rights advocacy. I recently had the opportunity to write a shadow report on caste discrimination for the Committee on the Elimination of Racial Discrimination and then lobby Committee members and governments around the report during the Committee's review of India's state party report. My internships at the International Center for Transitional Justice and International Service for Human Rights have allowed me to deepen my knowledge of national, European and international human rights mechanisms and to gain practical experience working with human rights NGOs. My legal training has afforded me excellent research and writing skills, and I have written legal briefs, briefing papers, newsletters, and scholarly articles. In addition to possessing the necessary skills for this position, I am highly motivated and passionate about promoting equality and human rights.

Thank you very much for your consideration. Should you require any further information, please do not hesitate to contact me. I have been selected to intern with the International Criminal Tribunal for Rwanda after graduation, and will be available to start work with Equal Rights Trust in August 2007. I will be passing through London the week of May 23 before I go to Arusha, and I would be happy to come in for an interview then.

Yours sincerely,

Stella Student

## APPENDIX C: SELECTED INTERNATIONAL FELLOWSHIPS

Agency Fellowship Website Address	City	Last Known or Current Deadline	Practice Area	NYU Contact
The Advocates for Human Rights <i>Wellstone Fellowship</i> <a href="http://www.theadvocatesforhumanrights.org/">www.theadvocatesforhumanrights.org/</a>	Minneapolis, MN	Not offered in 2012	Human Rights	
Aga Khan Development Network <i>Fellowship in International Development Management</i> <a href="http://www.akfc.ca/join-us/international-development.html">http://www.akfc.ca/join-us/international-development.html</a>	Ottawa, CA and Africa or Asia	Recruitment for the 2013-2014 International Fellowship Program is now closed.	Development and Microfinance	
Alexander von Humboldt Foundation <i>German Chancellor Scholarship Program</i> (See also other fellowships) <a href="http://www.humboldt-foundation.de">www.humboldt-foundation.de</a>	Germany	September 15, 2013	International Exchange and Research	
American Academy in Berlin <i>Berlin Prize Fellowship</i> <a href="http://www.americanacademy.de/index.php?id=6">www.americanacademy.de/index.php?id=6</a>	Berlin, Germany	September 2, 2013	International Exchange	
American Civil Liberties Union/Human Rights Watch <i>Aryeh Neier Human Rights Fellowship</i> <a href="http://www.hrw.org/about/fellowships">www.hrw.org/about/fellowships</a>	New York, NY	Offered in odd years; apply Fall 2012 for 2013	Human Rights	Alex Sinha '13, <a href="mailto:Alex.sinha@gmail.com">Alex.sinha@gmail.com</a> ; Alice Farmer '05, <a href="mailto:af569@nyu.edu">af569@nyu.edu</a> ; Anji Malhotra '02, <a href="mailto:anjana.malhotra@gmail.com">anjana.malhotra@gmail.com</a>
American Council of Learned Societies <i>Various Fellowship</i> <a href="http://www.acls.org/grants/Single.aspx?id=352">http://www.acls.org/grants/Single.aspx?id=352</a>	Varies	September 26, 2013	International Research	

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America India Foundation <i>William J. Clinton Fellowship for Service in India</i> <a href="http://aif.org/investment-area/leadership/">http://aif.org/investment-area/leadership/</a>	India	February 18, 2013	Human Rights, Development & other areas	Jeena Shah '07 <a href="mailto:jshah@nyu.edu">jshah@nyu.edu</a> ; Jordan Fletcher '06, <a href="mailto:jfletch787@gmail.com">jfletch787@gmail.com</a>
American Institute of Indian Studies <i>Senior Research Fellowships</i> <a href="http://www.indiastudies.org/research-fellowship-programs/research-fellowship-application-packet/">http://www.indiastudies.org/research-fellowship-programs/research-fellowship-application-packet/</a>	India	July 1, 2013	Academic Research	
American Scandinavian Foundation <i>American Scandinavian Foundation Fellowship</i> <a href="http://www.amscan.org/grants_americans.html">www.amscan.org/grants_americans.html</a>	Scandinavia	November 1, 2013	International Research	
Amnesty International <i>Ralph J. Bunche International Human Rights Fellowship</i> <a href="http://www.amnestyusa.org/about/employment.do#243">www.amnestyusa.org/about/employment.do#243</a>	Washington, D.C. or New York, NY	Varies	International Law, Human Rights	
<i>Atlas Corps Fellowship</i> Program Start Dates in March and September <a href="http://www.atlascorps.org/apply.php">http://www.atlascorps.org/apply.php</a>	Chile, Colombia and U.S.	January Fellowship: July 15; May Fellowship: November 1; September Fellowship: March 22	Direct Service	
Belgian American Educational Foundation <i>Research/Study Fellowships</i> <a href="http://www.baef.be/documents/fellowships-for-us-citizens/study-res-fellow.-for-us-citizen-.xml?lang=en">www.baef.be/documents/fellowships-for-us-citizens/study-res-fellow.-for-us-citizen-.xml?lang=en</a>	Belgium	October 31, 2013	International Exchange	

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CDS International <i>Alfa Fellowship Program</i> <a href="http://www.cdsintl.org/fromusa/alfa.htm">www.cdsintl.org/fromusa/alfa.htm</a>	Russia	December 1, 2013	International Exchange	Edith Pike-Biegunska '08, <a href="mailto:epikeb@gmail.com">epikeb@gmail.com</a>
Care USA <a href="http://tbe.taleo.net/CH05/ats/careers/jobSearch.jsp?org=CAREUSA&amp;cws=8">http://tbe.taleo.net/CH05/ats/careers/jobSearch.jsp?org=CAREUSA&amp;cws=8</a>	Varies	Rolling	Human Rights	
Catholic Relief Services <i>International Development Fellows Program</i> <a href="http://crs.org/about/careers/fellowships/">http://crs.org/about/careers/fellowships/</a>	Varies	December 12, 2012	Varies	
Center on International Environmental Law <i>Louis B. Sohn Fellowship</i> <a href="http://www.ciel.org/Education_Training/Fellowships_Sohn_Application.html">http://www.ciel.org/Education_Training/Fellowships_Sohn_Application.html</a>	Washington, DC	Rolling	Human Rights, Environment	Kristen Genovese '04, <a href="mailto:kgenovese@ciel.org">kgenovese@ciel.org</a>
Center for Reproductive Rights <i>International Fellowships</i> <a href="http://www.crlp.org/ab_employment.html">www.crlp.org/ab_employment.html</a>	New York, NY	Rolling, Recommended June 28, 2013.	Reproductive Rights	Ramona Vijeyarasa LLM '07, <a href="mailto:rvijeyarasa@gmail.com">rvijeyarasa@gmail.com</a>
Chemonics <a href="http://www.chemonics.com/career/entryleveljobs/welcome.aspx">http://www.chemonics.com/career/entryleveljobs/welcome.aspx</a>	Washington, D.C.	Rolling	International Development	

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Cohen, Milstein, Hausfeld & Toll, PLLC <i>International Human Rights Law Fellow</i> <a href="http://www.cohenmilstein.com/careers.php?CareerID=5">http://www.cohenmilstein.com/careers.php?CareerID=5</a>	Washington, DC	January 1, 2014	Human Rights	Jenny Yang '96, <a href="mailto:jennyryang@yahoo.com">jennyryang@yahoo.com</a>
Commonwealth Scholarships & Fellowships Plan <i>Commonwealth Professional Fellowships</i> <a href="http://cscuk.dfid.gov.uk/apply/professional-fellowships/">http://cscuk.dfid.gov.uk/apply/professional-fellowships/</a>	United Kingdom	May 31, 2013	International Exchange	
Congressional Hunger Center <i>Mickey Leland International Hunger Fellowship</i> <a href="http://www.lelandapplication.org/">http://www.lelandapplication.org/</a>	International	January 11, 2013	International Development	
Council on Foreign Relations <i>International Affairs Fellowship</i> <a href="http://www.cfr.org/about/fellowship_iaf.php">www.cfr.org/about/fellowship_iaf.php</a>	Varies	October 1, 2013	U.S. Foreign Policy	
Council on Foreign Relations <i>Stanton Nuclear Security Fellowship</i> <a href="http://www.cfr.org/thinktank/fellowships/StantonFellowship.html">http://www.cfr.org/thinktank/fellowships/StantonFellowship.html</a>	New York City or Washington, D.C.	December 14, 2013	U.S. Foreign Policy; Nuclear Security	
Robert F. Kennedy Center for Justice & Human Rights <i>Donald M. Wilson Fellowship</i> <a href="http://rfkcenter.org/donald-m-wilson-fellowship">http://rfkcenter.org/donald-m-wilson-fellowship</a>	Washington, D.C.	February 28, 2013	International Law, Human Rights	Wade McMullen Jr. '11, <a href="mailto:wade.mcmullen@gmail.com">wade.mcmullen@gmail.com</a> ; Amanda Klasing '08 <a href="mailto:aklasing@gmail.com">aklasing@gmail.com</a>

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Agency Fellowship Website Address	City	Last Known or Current Deadline	Practice Area	NYU Contact
Environmental Law Institute <i>Environmental Law Fellowship</i> <a href="http://www.eli.org/about/employment/law_fellowship.cfm">http://www.eli.org/about/employment/law_fellowship.cfm</a>	Washington, D.C.	Late October 2013	Environment, Research	Brian Korpics '12, <a href="mailto:briankorpics@gmail.com">briankorpics@gmail.com</a> ; Kristen Genovese '04, <a href="mailto:kgenovese@ciel.org">kgenovese@ciel.org</a>
European University Institute <i>Jean Monnet Postdoctoral Fellowships</i> <a href="http://www.eui.eu/ServicesAndAdmin/AcademicService/Fellowships/JeanMonnetFellowships/Index.aspx">http://www.eui.eu/ServicesAndAdmin/AcademicService/Fellowships/JeanMonnetFellowships/Index.aspx</a>	Italy	October 25, 2013	Research	
Fordham Law School <i>Crowley Program in International Human Rights</i> <a href="http://www.leitnercenter.org/programs/CPIHR/">http://www.leitnercenter.org/programs/CPIHR/</a>	New York, NY	January 30, 2013	Human Rights, Clinical Teaching	Elisabeth Wickeri '04, <a href="mailto:ewickeri@gmail.com">ewickeri@gmail.com</a> ; Maria McFarland '01, <a href="mailto:mcfarlm@hrw.org">mcfarlm@hrw.org</a> ; Joey Lee LLM '09; <a href="mailto:jlee240@law.fordham.edu">jlee240@law.fordham.edu</a>
Institute of International Education <i>J. William Fulbright Fellowship</i> <a href="http://us.fulbrightonline.org/home.html">http://us.fulbrightonline.org/home.html</a> . See also <a href="http://www.nyu.edu/scholarships/nps.html">www.nyu.edu/scholarships/nps.html</a> for NYU's institutional processes and deadlines.	Various	October 15, 2013. (NYU campus deadline mid-September)	International Research	Leora Eisenstadt '04, <a href="mailto:lfe200@nyu.edu">lfe200@nyu.edu</a>
Gates Cambridge Scholarship <a href="http://www.gatesscholar.org">http://www.gatesscholar.org</a> See also <a href="http://www.nyu.edu/scholarships/nps.html">http://www.nyu.edu/scholarships/nps.html</a> for NYU's institutional processes and deadlines.	Cambridge, UK	October 15, 2013 (NYU campus deadline April 15)	International Research	
George J. Mitchell Scholarship <a href="http://www.us-irelandalliance.org/content/44/en/Scholarships/For%20Applicants/Application%20Process.html">http://www.us-irelandalliance.org/content/44/en/Scholarships/For%20Applicants/Application%20Process.html</a> See also <a href="http://www.nyu.edu/scholarships/nps.html">http://www.nyu.edu/scholarships/nps.html</a> for NYU's institutional processes and deadlines.	Ireland or Northern Ireland	October 1, 2013 (NYU campus deadline April 15)	International Exchange	

**APPENDIX C: SELECTED INTERNATIONAL FELLOWSHIPS**

Agency Fellowship Website Address	City	Last Known or Current Deadline	Practice Area	NYU Contact
<i>Georgetown Clinical Fellowships in Teaching and Advocacy</i> International Women's Human Rights <a href="http://www.law.georgetown.edu/academics/academic-programs/clinical-programs/our-clinics/IWHR/index.cfm">http://www.law.georgetown.edu/academics/academic-programs/clinical-programs/our-clinics/IWHR/index.cfm</a>	Washington, D.C.	November 1, 2013	International Women's Rights, Teaching	
<i>Georgetown Clinical Fellowships in Teaching and Advocacy</i> O'Neill Institute for National and Global Health Law <a href="http://www.law.georgetown.edu/oneillinstitute/about/fellowships.html">http://www.law.georgetown.edu/oneillinstitute/about/fellowships.html</a>	Washington, D.C.	Early March	Health, International	
German Academic Exchange Services <i>DAAD International Lawyers Program</i> <a href="http://daad.org/">http://daad.org/</a>	Germany	Varies	International law	
German Marshall Fund of the United States <i>German Marshall Memorial Fellowships</i> <a href="http://www.gmfus.org/programs/tli/marshall-memorial-fellowship/how-to-apply/">http://www.gmfus.org/programs/tli/marshall-memorial-fellowship/how-to-apply/</a>	Varies	November 1, 2013	International Exchange	
Henry Luce Foundation <i>Luce Scholars Program</i> <a href="http://hluce.org/3scholfrm.html">http://hluce.org/3scholfrm.html</a> . See also <a href="http://www.nyu.edu/scholarships/nps.html">www.nyu.edu/scholarships/nps.html</a> for NYU's institutional processes and deadlines.	Asia	Campus Deadline: Mid-September; Final Deadline Nov. 1	International Exchange	Andrea Nieves '10, <a href="mailto:nieves.andrea@gmail.com">nieves.andrea@gmail.com</a>
<i>Herbert Scoville Jr. Peace Fellowship</i> <a href="http://www.scoville.org/apply.html">www.scoville.org/apply.html</a>	Washington, D.C.	Spring Fellowship: October 1, 2013 Fall Fellowship: January 6, 2014	Peace and Security	

## APPENDIX C: SELECTED INTERNATIONAL FELLOWSHIPS

Agency Fellowship Website Address	City	Last Known or Current Deadline	Practice Area	NYU Contact
Human Rights in China <sup>NYU*</sup> <i>Robert L. Bernstein Fellowship in International Human Rights</i> <a href="http://www.hrichina.org/public/index">www.hrichina.org/public/index</a>	New York, NY	November 20, 2012	Human Rights	Jiou Park '13, <a href="mailto:jp2781@nyu.edu">jp2781@nyu.edu</a> Casey O'Connor-Willis '12, <a href="mailto:casey.erin@gmail.com">casey.erin@gmail.com</a> Aaron Slavutin '10, <a href="mailto:slavutin@nyu.edu">slavutin@nyu.edu</a> ; Joey Lee LLM '09; <a href="mailto:joey.lee@hrichina.org">joey.lee@hrichina.org</a> ; Chen Yu-Jie LLM '08, <a href="mailto:yj.elsa@gmail.com">yj.elsa@gmail.com</a> ; Cynthia Wong '07, <a href="mailto:cmwong@gmail.com">cmwong@gmail.com</a> ; Diana Tseng LLM' 11, <a href="mailto:dianatseng@gmail.com">dianatseng@gmail.com</a>
Human Rights First <i>Pennoyer Fellowship</i> <a href="http://ejob.bz/ATS/PortalViewRequirement.do?reqGK=530614">http://ejob.bz/ATS/PortalViewRequirement.do?reqGK=530614</a>	New York, NY	Varies	Human Rights	Habib Nassar LLM '04, <a href="mailto:HNassar@ictj.org">HNassar@ictj.org</a>
Human Rights Law Foundation <i>Connie Smead Fellowship</i> <a href="http://hrhf.net/fellowship.html">http://hrhf.net/fellowship.html</a>	Washington, D.C.	Early 2013, offered every other year	Human Rights	Colin Gillespie '11, <a href="mailto:colingil@gmail.com">colingil@gmail.com</a>
Human Rights Watch NYU School of Law Fellowship <sup>NYU*</sup> <i>Finberg Fellowship in International Human Rights</i> <i>Arthur Koenig Fellowship</i> <a href="http://www.hrw.org/about/fellowships">www.hrw.org/about/fellowships</a>	New York, NY or Washington, D.C.	October 16, 2013	Human Rights	Francesca Corbacho '13, <a href="mailto:fc545@nyu.edu">fc545@nyu.edu</a> ; Valerie Bender '12, <a href="mailto:vjb232@nyu.edu">vjb232@nyu.edu</a> ; Elizabeth Ashamu '11, <a href="mailto:eo209@gmail.com">eo209@gmail.com</a> ; Elizabeth Sepper JD '06, LLM '08, <a href="mailto:ews211@nyu.edu">ews211@nyu.edu</a> ; William Van Esveld '07, <a href="mailto:williamv@nyu.edu">williamv@nyu.edu</a> ; Cynthia Wong '07, <a href="mailto:cmwong@gmail.com">cmwong@gmail.com</a> ; Jennifer Turner '06, <a href="mailto:jmt294@nyu.edu">jmt294@nyu.edu</a> ;
Insight Collaborative <i>Insight Collaborative Fellowship</i> <a href="http://www.insightcollaborative.org/ic_2009/fellowship_home.php">http://www.insightcollaborative.org/ic_2009/fellowship_home.php</a>	Boston, MA and international	February 4, 2013.	Alternative Dispute Resolution	

## APPENDIX C: SELECTED INTERNATIONAL FELLOWSHIPS

Agency Fellowship Website Address	City	Last Known or Current Deadline	Practice Area	NYU Contact
Institute of Current World Affairs <i>Target of Opportunity Fellowships</i> www.icwa.org	Outside the U.S.	Letter of Interest/ Resume: August 1, 2013; Full Application September 1, 2013	International Research	
Institute of International Education <i>National Security Education Program (NSEP) Boren Fellowships</i> www.borenawards.org/boren_fellowship	Varies	January 28, 2014	International Exchange, Language Study	
Inter-American Commission on Human Rights <i>Romulo Gallegos Fellowship</i> <a href="http://www.oas.org/en/iachr/employment/fellowships.asp">http://www.oas.org/en/iachr/employment/fellowships.asp</a> (NB: the Inter-American Commission also has other fellowships which are not always navigable from its website – search beca or fellowship from the home page. And see also www.educoas.org for more fellowships in the Inter-American system.)	Washington, D.C.	October 31, 2012	Human Rights	
International Bar Association <i>IBA Fellow (ICTY)</i> www.ibanet.org	The Hague, The Netherlands	Unsure if offered for 2014	Human Rights, International Criminal Law	
International Court of Justice (ICJ)/The Hauser Global Law School Program at NYU School of Law <i>Clerkship</i> <a href="http://www.law.nyu.edu/global/globalopportunities/ICJClerkshipProg/index.htm">http://www.law.nyu.edu/global/globalopportunities/ICJClerkshipProg/index.htm</a>	The Hague, The Netherlands	February 1, 2013		
International Court of Justice (ICJ) <i>Clerkship – LL.M. preferred</i> <a href="http://www.icj-cij.org/registry/index.php?p1=2&amp;p2=5&amp;p3=0">http://www.icj-cij.org/registry/index.php?p1=2&amp;p2=5&amp;p3=0</a>	The Hague, The Netherlands	Early April		

## APPENDIX C: SELECTED INTERNATIONAL FELLOWSHIPS

Agency Fellowship Website Address	City	Last Known or Current Deadline	Practice Area	NYU Contact
International Development Research Centre <i>IDRC Internship</i> <a href="http://www.idrc.ca/en/ev-84370-201-1-DO_TOPIC.html">www.idrc.ca/en/ev-84370-201-1-DO_TOPIC.html</a>	Ottawa, Canada and Regional Offices	August 7, 2013	International Research and Development	
International Institute for Conciliation <i>Mediation, Research and Training Fellowship</i> <a href="http://www.centerforconciliation.org/Fellowship.html">www.centerforconciliation.org/Fellowship.html</a>	Boston, MA and international	Rolling	Alternative Dispute Resolution	
New Israeli Fund <i>Israel Fund/ SHATIL Social Justice Fellowship</i> <a href="http://www.nif.org/sjfellowships">www.nif.org/sjfellowships</a>	Israel	February 1, 2013	Human Rights, Social and Economic Justice, Jewish Pluralism	
John F. Kennedy School of Government at Harvard University <i>Belfer Center for Science and International Affairs Fellowship</i> <a href="http://belfercenter.ksg.harvard.edu/fellowships/">http://belfercenter.ksg.harvard.edu/fellowships/</a>	Boston, MA	Mid-January	Research	
John F. Kennedy School of Government at Harvard University <i>Carr Center for Human Rights Fellowship</i> <a href="http://www.hks.harvard.edu/cchrp/opportunities/fellowshipprogram/fellowsprogram.php">http://www.hks.harvard.edu/cchrp/opportunities/fellowshipprogram/fellowsprogram.php</a>	Boston, MA	Mid-March	Human Rights, Research	
Kosciuzko Foundation <i>Graduate Study and Research in Poland Fellowship</i> <a href="http://www.thekf.org/kf/scholarships/exchange-poland/research/">www.thekf.org/kf/scholarships/exchange-poland/research/</a>	Poland	Jan. 5, 2013	Research	

## APPENDIX C: SELECTED INTERNATIONAL FELLOWSHIPS

Agency Fellowship Website Address	City	Last Known or Current Deadline	Practice Area	NYU Contact
Kroc Institute for International Peace Studies at Notre Dame University <i>Kroc Visiting Fellowship</i> <a href="http://kroc.nd.edu/research/grants-and-fellowships/apply-visiting-research-fellowships">http://kroc.nd.edu/research/grants-and-fellowships/apply-visiting-research-fellowships</a>	South Bend, IN	December 13, 2013	International Research	Carol Pollack '01, <a href="mailto:carol.pollack@gmail.com">carol.pollack@gmail.com</a>
National Bureau of Asian Research <i>The Next Generation: Leadership in Asian Affairs Fellowship</i> <a href="http://nbr.org/about/nextgenfellowship.aspx">http://nbr.org/about/nextgenfellowship.aspx</a>	Seattle, WA, Washington, D.C.	Not offered for 2012	Human Rights	
New York University <i>NYU Abu Dhabi Resident Preceptor</i> <a href="http://nyuad.nyu.edu/smsp">http://nyuad.nyu.edu/smsp</a>	Abu Dhabi	Spring 2013	Teaching	Sarah Montgomery '08, <a href="mailto:montgomery.sarah@gmail.com">montgomery.sarah@gmail.com</a>
Open Society Justice Initiative <i>Justice Initiative Fellowship at CEU</i> <a href="http://www.soros.org/about/programs/open-society-justice-initiative">http://www.soros.org/about/programs/open-society-justice-initiative</a>	Budapest, Hungary and other placements	August 1, 2013	Civil Society	
Peking University School of Transnational Law <i>Teaching Fellowship</i>	Shenzhen, China	Unclear if offered for 2013	Teaching	Amber Ruldolphi '13, <a href="mailto:acr393@nyu.edu">acr393@nyu.edu</a>
Robert Bosch Foundation <i>Robert Bosch Foundation Fellowship</i> <a href="http://www.cdsintl.org/fellowshipsabroad/bosch.php">http://www.cdsintl.org/fellowshipsabroad/bosch.php</a>	Germany	September 6, 2013	International Exchange	

## APPENDIX C: SELECTED INTERNATIONAL FELLOWSHIPS

Agency Fellowship Website Address	City	Last Known or Current Deadline	Practice Area	NYU Contact
Rotary International <i>Rotary Peace Fellows</i> <a href="http://www.rotary.org/en/StudentsAndYouth/EducationalPrograms/RotaryCentersForInternationalStudies/Pages/ridefault.aspx">http://www.rotary.org/en/StudentsAndYouth/EducationalPrograms/RotaryCentersForInternationalStudies/Pages/ridefault.aspx</a>	Various International	District-endorsed application due July 1	Research & Further Study	Kate Cornford (LLM) '12, <a href="mailto:katecornford@hotmail.com">katecornford@hotmail.com</a>
Rotary International <i>Rotary Ambassadorial Fellows</i> <a href="http://www.rotary.org/en/studentsandyouth/educationalprograms/ambassadorialscholarships/pages/ridefault.aspx">http://www.rotary.org/en/studentsandyouth/educationalprograms/ambassadorialscholarships/pages/ridefault.aspx</a>	Various International	Mid-August (apply through Rotary Clubs in your home state)	Peace Studies	
Royal University of Law and Economics <i>Teaching Fellowship</i> <a href="http://www.rule.edu.kh/index.html">http://www.rule.edu.kh/index.html</a>	Phnom Penh, Cambodia	Unclear if offered for 2013	International Law	
Save the Children <i>Save the Children REACT Fellowship</i> <a href="http://www.savethechildren.org">www.savethechildren.org</a>	Washington, D.C. and Various International	Not Offered	International Law	
Stanford Law School International Human Rights Clinic <i>Clinical Teaching Fellowships</i> <a href="http://www.law.stanford.edu/scholarlylife/fellowships/">http://www.law.stanford.edu/scholarlylife/fellowships/</a>	Stanford, CA	April 1, 2013	Human Rights	
UN High Commission for Human Rights <i>Indigenous Fellowship Program</i> <a href="http://www.ohchr.org/EN/Issues/IPeoples/Pages/IFP.aspx">http://www.ohchr.org/EN/Issues/IPeoples/Pages/IFP.aspx</a>	Geneva, Switzerland	April 30, 2013	Human Rights	

## APPENDIX C: SELECTED INTERNATIONAL FELLOWSHIPS

Agency Fellowship Website Address	City	Last Known or Current Deadline	Practice Area	NYU Contact
UN Watch <i>Richard and Rhoda Goldman Graduate Fellowship</i> <a href="http://www.unwatch.org/site/c.bdKKISNqEmG/b.1320701/">www.unwatch.org/site/c.bdKKISNqEmG/b.1320701/</a>	Geneva, Switzerland	Unclear if offered for 2014	Human Rights	
<i>Women's World Banking Fellowship</i> <a href="http://www.swwb.org/node/973">http://www.swwb.org/node/973</a>	New York, NY	Late February	Microfinance	
Yale Law School Clinical Teaching Fellowship <i>Robert M. Cover/Allard K. Lowenstein Fellowships in International Human Rights Law</i> <a href="http://www.law.yale.edu/intellecualife/coverlowensteinfellowship.htm">http://www.law.yale.edu/intellecualife/coverlowensteinfellowship.htm</a>	New Haven, CT	Fall	Human Rights, Teaching	

## APPENDIX D: WEBSITES FOR INTERNATIONAL JOB SEARCHES

Included here are compilations of listings related to international public interest. We also list some specific organizations, although this is only a sample – there are many more!

### GENERAL

**ABA-Section of International Law, Human Rights Committee E-Brief,**

<http://www.abanet.org/dch/comadd.cfm?com=IC950000&pg=3>

Weekly newsletter with organization profiles, job listings, and human rights news.

**ABA International Human Rights Committee Job Search Links**

<http://sites.google.com/site/ihrclistinglinks/home>

**American Society of International Law,** <http://www.asil.org/internships-fellowships.cfm>

**Association for Women’s Rights in Development (AWID),** [www.awid.org/jobs](http://www.awid.org/jobs)

Weekly listing of gender-related vacancies; often includes human rights jobs.

**Communication Initiative,** [http://www.comminit.com/job\\_vacancies](http://www.comminit.com/job_vacancies)

Designed to facilitate communication among development professionals (legal and non-legal).

**DevNet Jobs,** [www.DevNetJobs.org](http://www.DevNetJobs.org)

Job listings in the development field, including many related to human rights.

**Foreign Policy Association,** [www.fpa.org/jobs\\_contact2423/jobs\\_contact.htm](http://www.fpa.org/jobs_contact2423/jobs_contact.htm)

Weekly jobs newsletter.

**Human Rights Blog,** [www.humanrightsblog.org/listings](http://www.humanrightsblog.org/listings)

**Human Rights Job Board,** <http://www.hri.ca/job-opportunities/>

**Human Rights Jobs,** [www.humanrightsjobs.com](http://www.humanrightsjobs.com)

Some jobs open to all, others are for members only.

**Human Rights Resource Center,** <http://www.hrusa.org/field/joblinks.shtm>

Links to numerous job pages at NGOs and inter-governmental organizations.

**Idealist (Action without Borders),** [www.idealist.org](http://www.idealist.org)

Comprehensive listing of public service positions, both legal and non-legal, in over 140 countries. This is an especially good site for post-graduate job listings. Searchable by subject matter, country, type of position, and other categories.

**Microfinance Gateway,** <http://www.microfinancegateway.org/p/site/m/jobs/>

Job listings may be non-legal, but good for people interested in development or micro-finance.

**One World,** <http://us.oneworld.net/jobs>

**Pambazuka News (Africa-focused)** <http://pambazuka.org/en/category/jobs/>

**PSJD**, [www.psjd.org](http://www.psjd.org)

Can search organizations, jobs, fellowships and internships (paid and unpaid) throughout the world. Has better coverage of some countries than others.

**ReliefWeb**, <http://reliefweb.int/jobs>

Lots of field positions for mostly humanitarian and some human rights jobs.

### **INFORMATION ON FUNDING INTERNATIONAL PUBLIC INTEREST WORK**

**Foundation Center**, [www.foundationcenter.org](http://www.foundationcenter.org)

A wealth of information on funding agencies and foundations, including application details, program priorities and past funding. Excellent databases available for free in their libraries in several cities including New York (see website for locations), and online for subscribers.

**United Nations Internship Programme**, [www.un.org/Depts/OHRM/sds/internsh/htm/funding.htm](http://www.un.org/Depts/OHRM/sds/internsh/htm/funding.htm)

Country by country links of potential resources for interning at the UN.

**Finding and Funding International Public Service Opportunities**,

[http://www.PSJD.org/uploads/Finding-Funding\\_International\\_Opps\\_-\\_2009.pdf](http://www.PSJD.org/uploads/Finding-Funding_International_Opps_-_2009.pdf)

Report with organization links, information on international opportunities with the federal government, and other opportunities.

**Human Rights Funders Group**, [www.hrfunders.org](http://www.hrfunders.org)

Information on foundations that support human rights group, and a searchable database.

### **INTERNATIONAL JOBS WITH THE FEDERAL GOVERNMENT (U.S. Citizens Only)**

General resource is <http://lawschool.westlaw.com> Click on Job Postings, then Law Student Jobs Online, then Federal Careers for Attorneys).

*Offices with high concentration of international work:*

**Arms Control and Disarmament Agency**, <http://dosfan.lib.uic.edu/acda/>

The agency's legal department offers a fellowship for which law students are eligible.

**Central Intelligence Agency**, [www.cia.gov](http://www.cia.gov)

Law graduates are hired for the Legal Honors Program, and 2Ls for a paid summer clerkship.

**Department of Defense**, <http://www.defense.gov/>

Law students are hired for paid summer legal internships.

**Department of Homeland Security**, <http://www.dhs.gov/homeland-security-jobs>

Law graduates are hired for the Honors Fellowship Program, and several internship programs are available.

**Export-Import Bank of the United States**, [www.exim.gov](http://www.exim.gov)

General Counsel's office hires very small number of law students for summer internships.

**Office of the U.S. Trade Representative**, [www.ustr.gov](http://www.ustr.gov)

**Overseas Private Investment Corporation**, [www.opic.gov](http://www.opic.gov)

**U.S. Agency for International Development**, [www.usaid.gov](http://www.usaid.gov)

**U.S. Army Corps of Engineers, [www.usace.army.mil](http://www.usace.army.mil)**

The office hires 5-10 law graduates each year for its Civilian Honors Law Graduate Program.

**U.S. Department of Justice, [www.usdoj.gov](http://www.usdoj.gov)**

Students with international interests should consider the following DOJ constituent groups: Antitrust, Civil, Criminal, the Foreign Claims Settlement Commission, International Criminal Police Organization (Interpol), Office of International Affairs and the Office of Intelligence Policy and Review.

**U.S. Department of State, [www.state.gov](http://www.state.gov)**

The Office of the Legal Adviser hires law students and graduates through Early Interview Week. Some of the Department work provides overseas placement or domestic work on international issues. The office also coordinates U.S. government recruitment efforts for the UN, Organization for Economic Cooperation & Development, Organization for Security & Cooperation in Europe, Organization of American States and North Atlantic Treaty Organization (NATO).

**U.S. International Trade Commission, [www.usitc.gov](http://www.usitc.gov)**

**U.S. Trade and Development Agency, <http://www.ustr.gov/>**

See also <http://www.ustr.gov/about-us/trade-toolbox/us-government-trade-agencies> for a directory of federal agencies working on international trade.

***Offices with more limited involvement with international work:***

**U.S. Department of Agriculture, [www.usda.gov](http://www.usda.gov)**

**U.S. Department of Commerce, [www.commerce.gov](http://www.commerce.gov)**

**Commodities Futures Trading Commission, [www.cftc.gov](http://www.cftc.gov)**

**Congressional Research Service, [www.loc.gov/crsinfo](http://www.loc.gov/crsinfo)**

**Federal Reserve Board, [www.federalreserve.gov](http://www.federalreserve.gov)**

**Federal Trade Commission, Bureau of Consumer Protection, [www.ftc.gov](http://www.ftc.gov)**

**Nuclear Regulatory Commission, [www.nrc.gov](http://www.nrc.gov)**

**Securities and Exchange Commission, [www.sec.gov](http://www.sec.gov)**

Office of International Affairs investigates enforcement problems, promotes cooperation among international bodies, and works on treaties. Law graduates are hired for the Advance Commitment program.

**U.S. Department of Transportation, [www.dot.gov](http://www.dot.gov)**

The Office of General Counsel has a small Office of International Law. The Honors Attorney Program is offered every two years for graduating law students.

**U.S. Department of the Treasury, [www.ustreas.gov](http://www.ustreas.gov)**

Coordinates U.S. recruitment efforts for the Inter-American Development Bank, European Bank for Reconstruction and Development, International Monetary Fund and World Bank.. The Office of General Counsel hires graduates for its Legal Honors Program, with the possibility of assignment to handle legal issues for the Office of International Affairs which promotes economic growth and stability.

**U.S. Commission on International Religious Freedom, [www.uscirf.gov](http://www.uscirf.gov)**

**INTER-GOVERNMENTAL ORGANIZATIONS**

**International Criminal Court, [http://www.icc-cpi.int/en\\_menus/icc/recruitment/Pages/recruitment.aspx](http://www.icc-cpi.int/en_menus/icc/recruitment/Pages/recruitment.aspx)**

Preference to citizens of States parties, so Americans beware!

**International Criminal Tribunal for Rwanda, <http://www.unicttr.org/>**

**International Criminal Tribunal for the former Yugoslavia,**

<http://www.icty.org/sections/AbouttheICTY/Employment>

**JPO Programs**, [www.jposc.org/content/programme/other\\_programmes-en.html](http://www.jposc.org/content/programme/other_programmes-en.html)

JPO programs open junior professional positions with UN agencies to nationals of specified countries. Certain governments sponsor JPO positions for their nationals, and some sponsor positions for nationals of developing nations. JPO programs for US citizens are listed at [http://www.state.gov/j/prm/jpo\\_ae/index.htm](http://www.state.gov/j/prm/jpo_ae/index.htm).

**PAE-REACT**, <https://www.pae.com/career-react>

This is the contractor paid by the US State Department to select US citizens for seconded jobs with the Organization for Security and Cooperation in Europe (OSCE).

**United Nations**, <https://jobs.un.org/Galaxy/Release3/vacancy/vacancy.aspx>

Check under “Human Rights,” “Legal,” and “Humanitarian Affairs.”

For information on the competitive exam, see <http://www.un.org/Depts/OHRM/examin/ets.shtml>

**UN Development Program**, <http://jobs.undp.org/>

For information on UNDP Leadership Development Program, see <http://www.undp.org/content/undp/en/home.html>

**UN High Commissioner for Human Rights**,

<http://www.ohchr.org/EN/AboutUs/Pages/WorkStudyOpportunities.aspx>

Theoretically the High Commissioner’s vacancies are all listed on the UN site, but in reality there are often jobs here that are never posted to the main site.

**UN High Commissioner for Refugees**, <http://www.unhcr.org/cgi-bin/texis/vtx/home>

Information on external vacancies at <http://www.unhcr.org/pages/49c3646c491.html>

International professional roster at <http://www.unhcr.org/cgi-bin/texis/vtx/home/opensslPDFViewer.html?docid=43cbba252>

**UNICEF**, [www.unicef.org/employ/current.htm](http://www.unicef.org/employ/current.htm)

**General Note:** field offices of different agencies are increasingly creating their own websites that may have job information as well as more specific information on staff and activities, so it is a good idea to search for these sites as well. E.g. UNHCR in Sri Lanka is <http://un.lk/> UNIFEM’s office for East and Southeast Asia is <http://asiapacific.unwomen.org/>, and the OSCE in Bosnia is [www.oscebih.org](http://www.oscebih.org).

### **SELECTED U.S. BASED INTERNATIONAL NGOS**

**American Bar Association Rule of Law Programs**,

[http://www.americanbar.org/advocacy/rule\\_of\\_law/about/opportunities.html](http://www.americanbar.org/advocacy/rule_of_law/about/opportunities.html)

**Center for International Environmental Law**, [http://www.ciel.org/About\\_Us/Jobs.html](http://www.ciel.org/About_Us/Jobs.html)

**Center for Reproductive Rights**, <http://reproductiverights.org/en/about-us#lc>

**Global Rights**, [http://www.globalrights.org/site/PageServer?pagename=wwa\\_work\\_with\\_us](http://www.globalrights.org/site/PageServer?pagename=wwa_work_with_us)

**Human Rights First**, [http://www.humanrightsfirst.org/about\\_us/about\\_us.aspx](http://www.humanrightsfirst.org/about_us/about_us.aspx)

**Human Rights Watch**, [www.hrw.org/jobs](http://www.hrw.org/jobs)

**International Center for Transitional Justice, <http://ictj.org/careers>**

**International Committee of the Red Cross, <http://www.cicr.org/Web/eng/siteeng0.nsf/htmlall/jobs>**

**International Crisis Group, [www.crisisgroup.org/home/index.cfm?id=1152&l=1](http://www.crisisgroup.org/home/index.cfm?id=1152&l=1)**

**International Rescue Committee, <http://www.rescue.org/careers>**

**Open Society Institute, <http://www.opensocietyfoundations.org/about/jobs-opportunities>**

## APPENDIX E: WEBSITES FOR DOMESTIC JOB SEARCHES

Unless otherwise noted, all of the sites below are either free to all or free to NYU students, because NYU School of Law subscribes to them. The PILC web site, [www.law.nyu.edu/publicinterestlawcenter/careerresources/index.htm](http://www.law.nyu.edu/publicinterestlawcenter/careerresources/index.htm), has library pages with links to general and government job sites.

### **GENERAL**

**PSJD**, [www.psjd.org](http://www.psjd.org) (HIGHLY RECOMMENDED)

Comprehensive listing of public interest legal positions, including volunteer opportunities, paid summer positions, and post-graduate positions and fellowships.

**Idealist (Action without Borders)**, [www.idealists.org](http://www.idealists.org) (HIGHLY RECOMMENDED)

Comprehensive listing of public service positions, both legal and non-legal, in over 140 countries. This is an especially good site for post-graduate job listings. Searchable by subject matter, country, type of position, and other categories.

**National Legal Aid & Defender Association**, <http://www.nlada.org/Jobs> (HIGHLY RECOMMENDED)

This is the best site for post-graduate jobs in civil legal services organizations and defender organizations. Other public interest organizations are also listed. Searchable by state.

**Foundation Center**, [www.foundationcenter.org](http://www.foundationcenter.org)

Provides information about every foundation in the country. Much of this information is free, but some of it is for paying subscribers only. Job corner contains a database of job openings in foundations, corporate grant makers, and other nonprofit organizations. Searchable by type of employer and region.

### **GOVERNMENT**

**Brad Traverse Jobs**, <http://www.bradtraverse.com/>

Job listings resource for anyone seeking a job on Capitol Hill and off the Hill in the fields of government relations, public policy and affairs, PR, communications, and political campaigns.

NYU username: pilc.info@nyu.edu; password: jobs4nyu

**Government Honors & Internship Handbook**, [www.law.arizona.edu/career/honorshandbook.cfm](http://www.law.arizona.edu/career/honorshandbook.cfm)

NYU username: tim; password: tam.

Information on federal government post-graduate honors programs and summer internships.

**Office of Personnel Management**, [www.usajobs.gov](http://www.usajobs.gov)

The federal government's official one-stop source for federal jobs (permanent and internships) and employment information. Searchable by position, salary, and geographic location. Updated every business day. Can create an "agent" to email particular kinds of opportunities as soon as they are posted. **Note: when searching for federal jobs, you should also check the agency site, as not every job makes it into USA JOBS.**

**National Association of Attorneys General (NAAG)**, [www.naag.org](http://www.naag.org)

The most comprehensive online site for the latest developments in the offices of the state Attorneys General throughout the country, including ground-breaking litigation and job opportunities.

**Senate**, [www.senate.gov/visiting/common/generic/placement\\_office.htm](http://www.senate.gov/visiting/common/generic/placement_office.htm)

**House**, <http://www.house.gov/content/jobs/>

**Leadership Directories**, <http://www.leadershipdirectories.com/>

Updates and publishes names and contact information for federal, state, and municipal government agencies. You may access the site, without a username or password, from any Law School computer, by clicking “Leadership Online Log In” in the top right corner.

You may also access the Guide from home by going to:

<https://ezproxy.library.nyu.edu/login?url=http://www.leadershipdirectories.com> and entering your NetID and password.

**Roll Call Jobs, [www.rcjobs.com](http://www.rcjobs.com)**

Features jobs in government affairs, lobbying and other positions with organizations that do lobbying and other work with the federal government.

**PSJD, <http://www.psjd.org/resource?ResourceID=59>**

Government employment resources by state.

**LISTSERVES FOR CAMPAIGN AND CAPITOL HILL JOBS**

**Tom Manatos Job List**, Yahoo Group with numerous jobs on Capitol Hill and with advocacy organizations. Email [TomManatosJobsList-subscribe@yahoogroups.com](mailto:TomManatosJobsList-subscribe@yahoogroups.com) to subscribe.

**Jobs That Are Left List**, Google Group with jobs and internships (only some of which are legal) on political campaigns and at advocacy organizations, and occasionally information on career and networking events. <http://groups.google.com/group/jobsthatareleft?hl=en>

**Emily’s List Job Bank**, <http://jobbank.emilyslist.org/user/register>, Create a profile, upload you resume, and get notices about jobs and internships (only some of which are legal) on political campaigns and at advocacy organizations.

**STATE-SPECIFIC JOB SITES**

**Chicago, <http://l.il.chi.associationcareernetwork.com/JobSeeker/Jobs.aspx?abbr=L.IL.CHI>**

To help law school graduates search for a public sector career, the Chicago Bar Association Government Services Committee and the Young Lawyers Section of the Chicago Bar Association of Chicago have compiled the most current hiring information available on numerous government agencies in Chicago.

**Minnesota, [www.mnjustice.org](http://www.mnjustice.org)**

The site of the Minnesota Justice Foundation, this site lists Minnesota legal internships.

**New York City (government jobs), [www.nyc.gov/portal/index.jsp](http://www.nyc.gov/portal/index.jsp)**

**SUBJECT-MATTER SPECIFIC**

**AFL-CIO Lawyers Coordinating Committee, [unionlawyers.aflcio.org/](http://unionlawyers.aflcio.org/)**

Lists positions in unions and public interest law firms that specialize in labor and employment.

**Elaw, [www.elaw.org](http://www.elaw.org)**

Run by Environmental Law Alliance Worldwide, this site lists organizations worldwide that do environmental work.

**National Fair Housing Advocate, [www.fairhousing.com](http://www.fairhousing.com)**

Lists positions with organizations and governmental agencies dealing with fair housing issues.

## APPENDIX F: TIPS FOR USING PSJD



### **Looking for Summer or Term-time Internships?**

Organizations may want to hire interns even if they have not circulated an intern job announcement. So we recommend that you do an **ORGANIZATION SEARCH**, to find employers in the city and issue areas that you are interested in. PSJD's database has over 12,000 employer profiles.

### **Looking for a post-graduate job?**

The **OPPORTUNITY SEARCH** feature will help you find postings for fellowships and jobs.

### **Also, PSJD's Library of Career Resources includes:**

- **Postgraduate Fellowship Listings and Application Resources** – Information about the application process and a **calendar of deadlines** for many popular fellowships.
- **State and Local Government Employment** – This searchable, state-by-state database has links to government employment websites in all 50 states, the District of Columbia, and several large cities.
- **Federal Government Career Resources** – This page offers an extensive overview of hiring processes and application tips. Also the webpage's key content is distilled into the [2012-13 Federal Legal Employment Opportunities Guide](#) – a free downloadable PDF.
- **Summer Funding Resources** – PSJD has an extensive list of organizations which offer funding opportunities to support law students in unpaid summer internships.
- **International Resources** – PSJD provides links to and descriptions of several useful resources to help students and attorneys find international internships and postgraduate jobs.
- Don't forget to visit [The PSJD Blog](#) which offers career resources, interviews with public interest leaders, and public interest news items.

Contact PSJD at [PSJD@nalp.org](mailto:PSJD@nalp.org) or 202.296.0076

Chapter 2

# Omit Surplus Words

As a beginning lawyer, I was assigned to assist an older man, a business litigator. He hated verbosity. When I would bring him what I thought was a finished piece of work, he would read it quietly and take out his pen. As I watched over his shoulder, he would strike out whole lines, turn clauses into phrases, and turn phrases into single words. One day at lunch, I asked him how he did it. He shrugged and said, "It's not hard—just omit the surplus words."

## How to Spot Bad Construction

In every English sentence are two kinds of words: working words and glue words. The working words carry the meaning of the sentence. In the preceding sentence the working words are these: *working, words, carry, meaning, and sentence*. The others are glue words: *the, of, and the*. The glue words do perform a vital service. They hold the working words together to form a proper, grammatical sentence.<sup>1</sup> Without them, the sentence would read like a telegram. But if the *proportion* of glue words is too high, that is a symptom of a badly constructed sentence.

A well constructed sentence is like fine cabinetwork. The pieces are cut and shaped to fit together with scarcely any glue. When you find too many glue words in a sentence, take it apart and reshape the pieces to fit together tighter. Consider this example:

A trial by jury was requested by the defendant.

If the working words are underlined, the sentence looks like this:

A trial by jury was requested by the defendant.

Five words in that nine-word sentence are glue: *a*, *by*, *was*, *by*, and *the*. That proportion of glue words is too high.

How can we say the same thing in a tighter sentence with less glue? First, move *defendant* to the front and make it the subject of the sentence. Second, use *jury trial* in place of *trial by jury*. The sentence would thus read:

The defendant requested a jury trial.

If the working words are underlined, the rewritten sentence looks like this:

The defendant requested a jury trial.

Again there are four working words, but the glue words have been cut from five to two. The sentence means the same as the original, but it is tighter and one-third shorter.

Here is another example:

The ruling by the trial judge was prejudicial error for the ~~reason~~ that it cut off cross-examination with respect to issues that were vital.

If the working words are underlined, we have:

The ruling by the trial judge was prejudicial error for the reason that it cut off cross-examination with respect to issues that were vital.

In a sentence of twenty-four words, eleven carry the meaning and thirteen are glue. Again, the proportion of glue is too high.

Note the string of words, *the ruling by the trial judge*. That tells us that it was the trial judge's ruling. Why not just say *the trial judge's ruling*? The same treatment will tighten the words at the end of the sentence. *Issues that were vital* tells us that they were vital issues. Why not say *vital issues*? Now note the phrase, *for the reason that*. Does it say any more than *because*? If not, we can use one word in place of four. Likewise, *with respect to* can be reduced to *on*. Rewritten, the sentence looks like this:

The trial judge's ruling was prejudicial error because it cut off cross-examination on vital issues.

Here it is with the working words underlined:

The trial judge's ruling was prejudicial error because it cut off cross-examination on vital issues.

The revised sentence uses fifteen words in place of the original twenty-four, and eleven of the fifteen are working words. The revised sentence is both tighter and stronger than the original.

Consider a third example, but this time use a pencil and paper to rewrite the sentence yourself.

In many instances, insofar as the jurors are concerned, the jury instructions are not understandable because they are too poorly written.

Does your sentence trim the phrase in *many instances*? Here the single word *often* will suffice. Does your sentence omit the phrase *insofar as the jurors are concerned*? That adds bulk but little meaning. Finally, did you find a way to omit the clumsy *because* clause at the end of the sentence? Your rewritten sentence should look something like this:

Often jury instructions are too poorly written for the jurors to understand.

Here it is with the working words underlined:

Often jury instructions are too poorly written for the jurors to understand.

The rewritten sentence is nine words shorter than the original, and nine of its twelve words are working words.

### Exercise 1

Underline the working words in the sentences below. Note the proportion of glue words to working words. Then rewrite the sentences, underline the working words, and compare your results with the original sentences.

1. The testimony that was given by Reeves went to the heart of the defense that he asserted, which was his lack of the specific intent to escape.
2. In the event that there is a waiver of the attorney-client privilege by the client, the letters must be produced by the attorney for the purpose of inspection by the adversary party.

Answers on page 117. More exercises on page 133.

## Avoid Compound Constructions

Compound constructions use three or four words to do the work of one or two words. They suck the vital juices from your writing. You saw some examples in the last section. *With respect to* was used instead of *on*. *For the reason that* was used instead of *because*.

Every time you see one of these pests on your page, swat it. Use a simple form instead. Here is a list of examples:

Compound	Simple
at that point in time	then
by means of	by
by reason of	because of
by virtue of	by, under
for the purpose of	to
for the reason that	because
in accordance with	by, under
inasmuch as	since
in connection with	with, about, concerning
in favor of	for
in order to	to
in relation to	about, concerning
in the event that	if
in the nature of	like
prior to	before
subsequent to	after
with a view to	to
with reference to	about, concerning

## Exercise 2

Use one or two words to replace the compound constructions in these sentences.

1. The parties were in complete agreement with respect to the amount of rent due and also as regards the due date.
2. From the point of view of simplicity, an ordinary deed of trust would be the best.
3. On the basis of the *Burke* decision, the savings clause was added for the purpose of avoiding any ambiguity.
4. In terms of fairness, we should not apply the new rule retroactively.
5. When the funds are received, we will transfer title with the thought in mind of clearing up all questions as respects this matter.
6. At this point in time, I cannot recall what the letter was with regard to.

Answers on page 118. More exercises on page 135.

## Avoid Word-Wasting Idioms

Once you develop a distaste for surplus words, you will find many word-wasting idioms that can be trimmed from your sentences with no loss of meaning. For instance:

~~The fact that~~ the defendant was young may have influenced ~~the fact~~.

~~What meaning does the fact that add?~~ Why not say:

The defendant's youth may have influenced the jury.

*The fact that* is almost always surplus. See how it can be trimmed from these examples:

Verbose	Concise
the fact that she had died	her death
he was aware of the fact that	he knew
despite the fact that	although, even though
because of the fact that	because

Likewise, words like *case*, *instance*, and *situation* spawn verbosity:

Verbose	Concise
in some instances the parties can	sometimes the parties can
in many cases you will find that was a situation in which the court	often you will find there the court
disability claims are now more frequent than was formerly the case	disability claims are more frequent now
injunctive relief is required in the situation in which	injunctive relief is required when
in the majority of instances the grantor will	usually the grantor will

Other examples of common word-wasting idioms that you can eliminate with no loss of meaning are:

Verbose	Concise
during the time that	during, while
for the period of	for
insofar as... is concerned	(omit it and start with the subject)
there is no doubt but that	doubtless, no doubt
the question as to whether	whether, the question whether
this is a topic that	this topic
until such time as	until

### Exercise 3

Revise these examples to omit the word-wasting idioms.

1. At such time as the judgment is entered...
2. This is a situation in which estoppel can be invoked...
3. He was sentenced to the county jail for a period of five months...
4. Pursuant to the terms of our contract...
5. There can be no doubt but that the statute applies to the situation in which...
6. The claim was clarified by means of a bill of particulars...
7. The trial judge must consider the question as to whether...
8. This offer will stand until such time as you...
9. In most instances the claimant's good faith is not disputed...

10. The plaintiff filed the complaint despite the fact that she knew...
11. Arbitration is useful in some instances in which the parties...
12. This is a point that has troubled many courts...
13. Because of the fact that he was injured...

Answers on page 119. More exercises on page 137.

### Focus on the Actor, the Action, and the Object

One way to remedy a wordy, fogbound sentence is to ask yourself: "Who is doing what to whom in this sentence?" Then rewrite the sentence to focus on those three key elements—the actor, the action, and the object of the action (if there is an object). First, state the actor. Then, state the action, using the strongest verb that will fit. Last, state the object of the action, if there is an object. Here is a simple example:

It is possible for the court to modify the judgment.

The actor is *court*, the action is *modify*, and the object of the action is *judgment*. What is the purpose of the first four words in the sentence? None. Not only are they wasted words, but they preempt the most important position in the sentence—the beginning—where the reader wants to find the actor and the action.

The sentence is both shorter and stronger when it is rewritten to focus on the actor, the action, and the object:

The court can modify the judgment.

Be alert when you find a sentence or clause that begins with *it* or *there*, followed by a form of the verb *to be*. Does the *it* or *there* refer to something specific? If not, you may be wasting words. Consider this passage:

The summons arrived this morning. It is on your desk.

The second sentence begins with *it*, followed by *is*, a form of the verb *to be*. The sentence is not faulty, however, because the *it* obviously refers back to *summons* in the prior sentence. But what does the *it* refer to in the following sentence?

It is obvious that the summons was not properly served.

The *it* does not refer to anything specific; rather, it points off into the fog somewhere. The sentence should be revised to read:

Obviously the summons was not properly served.

Here is a final example:

There were no reasons offered by the court for denying punitive damages.

Note that *there* is followed by *were*, a form of the verb *to be*. The *there* points off into the fog. The actor in the sentence is *court*, but it is hidden away in the middle of the sentence. The sentence would be shorter and stronger if it read:

The court offered no reasons for denying punitive damages.

## Exercise 4

Rewrite these sentences, omitting surplus words and focusing on the actor, the action, and the object of the action.

1. There are three misstatements of fact in appellant's opening brief.
2. It is not necessary for the witness to sign the deposition transcript until the errors are corrected.
3. In approving a class action settlement, it is imperative for the court to guard the interests of class members who are not present.
4. There is nothing to tell us whether this misconduct on the part of trial counsel influenced the jury's verdict.
5. It has been nine weeks since we served our first set of interrogatories.

Answers on page 119. More exercises on page 139.

## Do Not Use Redundant Legal Phrases

Why do lawyers use the term *null and void*? According to the dictionary, either *null* or *void* by itself would do the job. But the lawyer's pen seems impelled to write *null and void*, as though driven by primordial instinct. An occasional lawyer, perhaps believing that *null and void* looks naked by itself, will write *totally null and void*, or perhaps *totally null and void and of no further force or effect whatsoever*.

The phrase *null and void* is an example of coupled synonyms—a pair or string of words with the same or nearly the same meaning.<sup>3</sup> Here are other common examples:

alter or change	last will and testament
confessed and acknowl- edged	made and entered into
convey, transfer, and set over	order and direct
for and during the period	peace and quiet
force and effect	rest, residue, and remainder
free and clear	save and except
full and complete	suffer or permit
give, devise and bequeath	true and correct
good and sufficient	undertake and agree

Coupled synonyms have ancient roots. Professor Mellinkoff explains<sup>4</sup> that, at several points in history, the English and their lawyers had two languages to choose from: first, a choice between the language of the Celts and that of their Anglo-Saxon conquerors; later, a choice between English and Latin; and later still, a choice between English and French. Lawyers started using a word from each language, joined in a pair, to express a single meaning. (For example, *free and clear* comes from the Old English *freo* and the Old French *cler*.) This redundant doubling was sometimes used for clarity, sometimes for emphasis, and sometimes just because it was the literary fashion. Doubling became traditional in legal language, and it persisted long after any practical purpose was dead.

Ask a modern lawyer why he or she uses a term like *suffer or permit* in a simple apartment lease. The first answer will likely be: "for precision." True, *suffer* has a slightly different meaning than its companion *permit*. But *suffer* in this sense is now rare in ordinary usage, and *permit* would do the job if it were used alone.

The lawyer might then tell you that *suffer or permit* is better because it is a traditional legal term of art. Traditional it may

be, but a term of art is not. A term of art is a short expression that (a) conveys a fairly well-agreed meaning, and (b) saves the many words that would otherwise be needed to convey that meaning. *Suffer or permit* fails to satisfy the second condition, and perhaps the first as well.

The word *hearsay* is an example of a true term of art. First, its core meaning is fairly well agreed in modern evidence law, although its meaning at the margin has always inspired scholarly debate.<sup>5</sup> Second, *hearsay* enables a lawyer to use one word instead of many to say that a statement is being offered into evidence to prove that what it asserts is true, and that the statement is not one made by the declarant while testifying at the trial or hearing. One word that can say all that deserves our praise and deference. But *suffer or permit* does not.

*Suffer or permit* probably found its way into that apartment lease because the lawyer was working from a form that had been used around the office for years. The author of the form, perhaps long dead, probably worked from some even older form that might, in turn, have been inspired by a formbook or some now defunct appellate case where the phrase was used but not examined.

If you want your writing to have a musty, formbook smell, by all means use as many coupled synonyms as you can find. If you want it to be crisp, do not use any.<sup>6</sup> When one looms up on your page, stop to see if one of the several words, or perhaps a fresh word, will carry your intended meaning. You will find, for example, that the phrase *last will and testament* can be replaced by the single word *will*.

This is not as simple as it sounds. Lawyers are busy, cautious people, and they cannot afford to make mistakes. The old, redundant phrase has worked in the past; a new one may somehow raise a question. To check it in the law library will take time, and time is the lawyer's most precious commodity. But remember—once you slay one of these old monsters, it will stay dead for the rest of your legal career. If your memory is short,

keep a card or computer file of slain redundancies. Such trophies distinguish a lawyer from a scrivener.

### Exercise 5

In the following passage you will find all the kinds of surplus words discussed in chapter 2. Rewrite the passage, omitting as many surplus words as you can.

We turn now to the request which has been made by the plaintiff for the issuance of injunctive relief. With respect to this request, the argument has been made by the defendant that injunctive relief is not necessary because of the fact that the exclusionary clause is already null and void by reason of the prior order and decree of this court. This being the case, the exclusionary clause can have no further force or effect, and the defendant argues that in such an instance full and complete relief can be given without the issuance of an injunction. There is obvious merit in defendant's contention, and it is for that reason that we have reached a decision not to grant injunctive relief herein.

Answer on page 120. Additional exercise on page 140.

### Notes

1. Robert Chaim has pointed out that my distinction between glue words and working words is roughly similar to a more precise classification used by some grammarians. See Robert A. Chaim, *A Model for the Analysis of the Language of Lawyers*, 33 *J. Legal Educ.* 120, n.31 (1983). Dean Chaim refers to the writings of Randolph Quirk and Quirk's co-authors, who divide the parts of speech

into "closed classes" and "open classes." The closed classes (roughly similar to my glue word category) include prepositions, pronouns, articles, demonstratives, conjunctions, modal verbs (such as *can*, *must*, *will*, and *could*), and primary verbs (such as *be*, *have*, and *do*). The closed classes contain a relatively small number of words, and they cannot normally be extended by the addition of new words. The words in a closed class are "mutually exclusive," meaning that the decision to use one of them precludes using a different one. (If *on* expresses the intended meaning, then *below* cannot be substituted for it.) Further, the words in a closed class are "mutually defining," meaning that it is harder to define an individual item than to define it in relation to the rest of the class. In contrast, the open classes (roughly similar to my working word category) include nouns, full verbs (such as *steal*, *bake*, and *haggle*), adjectives, and adverbs. The open classes are indefinitely extendable. New words are constantly being added, and no inventory of nouns, for example, could ever be complete. See Randolph Quirk, Sidney Greenbaum, Geoffrey Leech, and Jan Svartvik, *A Comprehensive Grammar of the English Language* 67-75 (1985).

2. This prescription is part of a "Paramedic Method" devised by Professor Richard A. Lanham for rendering first aid to sick sentences. See Richard A. Lanham, *Revising Prose* 1-9 (2d ed. 1987). See also Joseph M. Williams, *Style: Ten Lessons in Clarity and Grace* (5th ed. 1997).
3. See David Mellinkoff, *Dictionary of American Legal Usage* 129-32 (1992); see also Mark Duckworth and Arthur Spyrout, *Law Words: Thirty Essays on Legal Words and Phrases* (Centre for Plain Legal Language, University of Sydney, Australia 1995).
4. David Mellinkoff, *The Language of the Law* (1963) 38-39, 121-22.
5. See Fed. R. Evid. 801(c); Charles T. McCormick, McCormick on Evidence §§246-51 (John W. Strong gen. ed., 4th ed. 1992).
6. Professor Mellinkoff notes that a few coupled synonyms have become so "welded by usage" that they act as a single term. These

can be tolerated when used in their proper legal context. His examples include the following: *aid and abet*, *aid and comfort*, *cease and desist*, *full faith and credit*, *metes and bounds*, and *pain and suffering*. David Mellinkoff, Dictionary of American Legal Usage 129-32 (1992); but see Bryan A. Garner, A Dictionary of Modern Legal Usage 292-95 (2d ed. 1995).

7. Mellinkoff, *supra* note 6 at 686-87.

# NETWORKING AND INFORMATIONAL INTERVIEWING FOR LLM STUDENTS

Networking is a valuable tool that can help people build contacts and expand professional opportunities.

Given the short duration of LLM programs and the specialized job market faced by LLM candidates following graduation, it is essential that LLMs begin to network as soon as possible. This article outlines strategies that domestic and foreign LLMs can use to build and capitalize on their professional contacts. While the tips that follow are addressed directly to LLMs, they are also intended as strategies for career counselors to share with LLMs.

### WHY NETWORK?

There are several reasons why building a network of professional contacts is vital to a person's job search and long-term career. Networking not only offers access to information, advice, and job leads, it is also considered the most effective tool for finding a job. This is because many positions are filled through

*This article submitted by the NALP LLM Section was adapted by Laura Metz Duncan, Director of International & Advanced Degree Programs at Stanford Law School, from a handout entitled "Networking, Informational Interviewing Skills, and How to Handle Social/Business Receptions for U.S. Trained LLM Students," written by Adriana Vito (American University Washington College of Law), Sandra Buteau (Georgetown University Law Center), Nita Mazumder (Georgetown University Law Center), and Jessica Richman (The George Washington University Law School). NALP members have permission to reproduce this article as a printed handout for students; for questions about reprint permission, contact NALP Director of Publications Janet Smith at [jsmith@nalp.org](mailto:jsmith@nalp.org).*

informal referrals rather than traditional job advertisements. By networking, a person can greatly enhance their chances of finding out about opportunities in their area of interest.

### HOW TO BEGIN NETWORKING

You can start networking by contacting people you know, or with whom you have some connection, to request assistance and advice for your job search. These individuals do not need to be in a position to offer you a job. Any contact is helpful if he or she can: (1) provide you with advice and information about a particular practice area or job market; and/or, (2) introduce you to additional contacts. Make it a practice to talk with people about your interests (and ask them about theirs) so that if they have information regarding your target areas they can share it with you.

Next, keep an eye out for organized networking opportunities. Attend law school programs, guest speaker presentations, and professional events. Join and participate in associations and practitioner groups. Do not be shy about approaching others with career-related questions in these contexts.

Finally, make an effort to research additional contacts that may be helpful to your search. If you are interested in particular types of employers or discrete areas of law, look for

information on the top practitioners in those organizations or areas and contact them. Your law school may also be able to get you in touch with alumni willing to help with your job search.

### HOW TO INITIATE CONTACT

The key to initiating polite contact is to balance assertiveness in seeking out the information you need with consideration for the contact person's time. If you have the opportunity to talk with someone in person at an event, introduce yourself and try to learn something from them. If the person is not in a position to have an in-depth conversation at that time, politely ask if you may contact them with your questions at a later date, and get their business card or contact information.

If you identify contacts through research or other means, you may initiate contact through a letter of introduction, followed after a few days with a phone call or e-mail. (For someone you know, it is acceptable to make initial contact by phone; however, be prepared to provide the same information you would include in a letter of introduction and make sure when calling to ask if you have reached the person at a convenient time.)

In using any of these approaches, your initial contact must concisely inform the person: (1) who you are (if you have previously met the contact, politely remind them of who you are and how you met); (2) how you identified them as a contact; and, (3) why you are contacting them (e.g., you are seeking advice or information regarding a certain practice area, or, you would like to request an informational interview).

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## WHAT IS INFORMATIONAL INTERVIEWING?

Informational interviewing is a specific networking tool that enables a job seeker to ask someone questions regarding their profession or career path. Informational interviews should not be used to directly market oneself for a position. (I.e., an informational interview is not a job interview). Instead, informational interviews should be used to gather insight that is not available through other means, such as:

- A realistic view of the practice area or organization that you are investigating;
- Suggestions for steps that could help you reach your career objectives;
- Information about special concerns (e.g., salaries, part-time or flexible hours, minority issues) that you might not feel comfortable asking in a regular interview setting; and
- Leads to additional contacts.



## HOW TO PREPARE FOR AN INFORMATIONAL INTERVIEW

Before requesting an informational interview, conduct a self-assessment so you will be better prepared to discuss your interests and goals with others. After you have prepared and have identified a prospective contact, call or write to the person as described in the section on "How to Initiate Contact" above. Ask the contact for 15 to 20 minutes of their time, and have your schedule handy so you can arrange a mutually convenient time to meet or talk.

In advance of the interview, research the interviewee, their practice, and organization. Create a list of questions to ask. If you are able to meet in person, dress professionally, nearly to the level of formality appropriate for a job interview. Remember to be considerate of the interviewee's time by calling or arriving



punctually, asking concise questions, and not running over the amount of time proposed for the interview.

## WHAT TO ASK IN AN INFORMATIONAL INTERVIEW

Capitalize on the opportunity to interview your contact by focusing your questions on topics that you cannot research easily through other means. For example:

- What are the different aspects of your job? What elements do you most enjoy or least enjoy?
- Are there particular skills or knowledge that are helpful or essential in your practice?
- What does an employer look for when hiring new attorneys in this practice area?
- Are there areas of growing demand in this field or geographic region?
- Do you have advice for a law student or practitioner seeking to enter this field?
- Are there additional people I should contact regarding my interest in this field? Are there professional associations I should join that would put me in contact with attorneys in this area?
- Would you be willing to review my résumé and provide feedback?

## WHAT TO DO FOLLOWING AN INFORMATIONAL INTERVIEW

Immediately following the interview, make notes regarding your conversation so you can keep track of your contacts and the information they shared with you. Next, express your appreciation by promptly sending a thank you letter. If your contact suggested additional leads, follow up on these referrals using the same steps as outlined for other networking contacts. Make sure that you explain to the new contact who recommended that you contact them and why. Finally, keep your contacts informed regarding any developments in your job search and maintain your network of contacts even after you have found a job.

## CONCLUSION

Networking can benefit your career by informing your choices, helping you find professional mentors, and leading you to new opportunities. Successful networking involves both giving and receiving, so remember to connect others to relevant information and job leads when you can. With some effort, you can build a network of lasting professional relationships that will span the course of your career. ■

## APPENDIX I: EXAMPLES OF RECENT LL.M. PUBLIC INTEREST PLACEMENTS

Employer	Student's Program
Alberta Law Reform Institute, University of Calgary	Public Service
American Civil Liberties Union	General Legal Studies
American Federation of Television and Radio Artists	General Legal Studies
Asia Pacific Forum on Women, Law and Development	International Law
Aspen Institute, Justice and Society Program	International Law
Association for Women's Rights in Development	International Law
Attorney General of Thailand	General Legal Studies
Attorney General of Brazil	International Tax
Bank of Japan	General Legal Studies
Brennan Center for Law and Justice	International Law
Center for Environment and Land Use Law at NYU School of Law	General Legal Studies
Center for Reproductive Rights	International Law, General Legal Studies
City and County of San Francisco, Office of the City Attorney	Taxation
Commission of the European Communities	International Law
Commission of the European Union	Corporate Law
Department of Foreign Affairs, Canada	International Law
District Court of Stockholm	Comparative Jurisprudence
Embassy of Japan	International Law
Equal Justice Initiative	General Legal Studies
European Commission Directorate General for Competition	General Legal Studies
European Court of Justice	General Legal Studies
Extraordinary Chambers in the Courts of Cambodia	International Law
Fair Trial Initiative Fellowship	General Legal Studies
Government of Mexico, Federal Competition Commission	General Legal Studies
Government of Kazakhstan	
Government of Singapore, Attorney General's Chambers	International Law
Haiti Advocacy, Inc.	International Law
Human Rights First	International Law
Human Rights in China	International Law
Human Rights Watch	Public Service, General Legal Studies, International Law
Institute for Democracy Studies	General Legal Studies
Institute for International Law and Justice at NYU School of Law	International Law

Inter-American Commission on Human Rights	International Law
Inter-American Investment Commission	General Studies, Trade Regulation
Interdisciplinary Centre for Law & Information Technology Kuleuven	General Legal Studies
International Center for Transitional Justice	International Law
International Commission of Jurists	International Law
International Committee of the Red Cross	International Law
International Court of Justice	International Law
International Criminal Tribunal for the former Yugoslavia	International Law
International Institute for Law and the Environment	International Law
International Monetary Fund	General Legal Studies, International Law
Japan Fair Trade Commission	Trade Regulation
Jean Monnet Center at NYU School of Law	International Law
Law Library of Congress	International Law
Legal Service Commission, Singapore	General Legal Studies, International Law
Ministry of Foreign Affairs, Austria	International Law
Ministry of Foreign Affairs, Ireland	International Law
Ministry of Foreign Affairs, Japan	International Law, Trade Regulation
Ministry of International Trade and Industry	International Law
Ministry of Justice	Trade Regulation
Ministry of Justice, Czech Republic	General Studies
The Ministry of Land, Infrastructure, Transport and Tourism, Japan	General Studies
Moscow Bar, Russian Lawyers Guild	International Law
Natural Resources Defense Council	General Studies
New Jersey Attorney General	Taxation
New York City Commission for the United Nations	International Law
New York City Department of General Services, Division of Real Property	International Law
New York Legal Assistance Group	General Legal Studies
New York State Office for Prevention of Domestic Violence	Taxation
NYU Center for Human Rights and Global Justice	International Law
NYU Institute of International Law and Justice	International Law
Office of the Parliamentary Commissioner of Human Rights	General Legal Studies
Organization for Security and Cooperation in Europe	International Law
Permanent Court of Arbitration	International Law
Permanent Mission of Panama to the UN	International Law
Permanent Mission of the Philippines to the UN	International Law
Public Service Commission, Singapore	International Law
Refugee Law Project	International Law
Singapore International Arbitration Center	International Law

Singapore Legal Service	General Legal Studies
Stockholm District Court	International Law
Supreme Court of Argentina	International Law
Swiss Development Agency	General Legal Studies
Tannogol Kalikasan, A Public Interest	Public Service
Environmental Law Office	
Timap for Justice	International Law
Unicef	International Law, Labor Law
Unified Court System	General Legal Studies
UN Department of Political Affairs	International Law
UN Development Program, Brazil	International Tax
UN Development Program, Sudan	International Law
UN High Commissioner for Human Rights	International Law
UN High Commissioner for Refugees	International Law
UN International Law Commission	International Law
UN Office of Legal Affairs	International Law
UN Oil for Food Inquiry	International Law
U.S. Asia Law Institute at NYU School of Law	Corporate Law
United States Catholic Conference	International Law
U.S. Congressional Staff of the Joint Committee	Tax
On Taxation	
U.S. Consulate General in Shanghai	Corporate Law
U.S. Court of Appeals, Sixth Circuit, Judge	International Law
Suhrheinrich	
U.S. Court of International Trade	Comparative Jurisprudence,
	International Law ,Taxation
U.S. Department of Justice, Antitrust Division	International Law
U.S. Department of Justice, Tax Division	International Law, Taxation
U.S. Department of Treasury, Office of Tax	Tax
Legislative Counsel	
U.S. Internal Revenue Service, Office of Chief	Tax
Counsel	
U.S. Library of Congress	International Law
World Intellectual Property Organization	International Law

# APPENDIX J: STATE BAR ELIGIBILITY CHART

## CHART 4: Eligibility to Take the Bar Examination: Foreign Law School Graduates

Jurisdiction	Are graduates of foreign law schools eligible for admission?		If graduates of foreign law schools are eligible for admission <i>by examination</i> under your rules, are any of the following required?					If graduates of foreign law schools are eligible for admission <i>without examination</i> under your rules, are any of the following also required?				Does your jurisdiction recognize with regularity the sufficiency of a legal education received at any particular foreign law school?		If a foreign law school graduate obtains an LL.M. or other graduate law degree from an ABA-approved law school, is the graduate then eligible to take the bar exam on this basis alone?		
	Yes	No	Legal education in English common law	Additional education at an ABA-approved law school	Practice of law in home jurisdiction	Determination of educational equivalency	Admission in another U.S. jurisdiction	No additional requirements	Admission in another U.S. jurisdiction	Determination of educational equivalency	Legal education in English common law	No additional requirements	Yes	No	Yes	No
Alabama	X		X	X	X	X	X						X			X
Alaska	X		X	X		X	X							X		X
Arizona		X												X		X
Arkansas		X												X		X
California	X			X	X	X	X							X	X	
Colorado	X		X		X									X		X
Connecticut		X												X		X
Delaware		X												X		X
District of Columbia	X			X					X					X		X
Florida	X						X							X		X
Georgia		X												X		X
Hawaii	X		X		X									X		X
Idaho		X												X		X
Illinois	X				X	X								X		X
Indiana		X												X		X
Iowa		X												X		X
Kansas		X												X		X
Kentucky	X				X	X								X		X
Louisiana	X					X								X		X
Maine	X				X	X								X		X
Maryland	X			X			X							X		X
Massachusetts	X			X		X			X	X			X			X
Michigan		X												X		X
Minnesota		X												X		X
Mississippi		X												X		X
Missouri	X			X	X		X							X		X
Montana		X												X		X
Nebraska		X												X		X
Nevada	X		X		X	X								X		X
New Hampshire	X		X		X	X			X	X	X			X		X
New Jersey		X												X		X

CHART 4: Eligibility to Take the Bar Examination: Foreign Law School Graduates (*continued*)

Jurisdiction	Are graduates of foreign law schools eligible for admission?		If graduates of foreign law schools are eligible for admission <i>by examination</i> under your rules, are any of the following required?					If graduates of foreign law schools are eligible for admission <i>without examination</i> under your rules, are any of the following also required?				Does your jurisdiction recognize with regularity the sufficiency of a legal education received at any particular foreign law school?		If a foreign law school graduate obtains an LL.M. or other graduate law degree from an ABA-approved law school, is the graduate then eligible to take the bar exam on this basis alone?		
	Yes	No	Legal education in English common law	Additional education at an ABA-approved law school	Practice of law in home jurisdiction	Determination of educational equivalency	Admission in another U.S. jurisdiction	No additional requirements	Admission in another U.S. jurisdiction	Determination of educational equivalency	Legal education in English common law	No additional requirements	Yes	No	Yes	No
New Mexico	X						X						X			X
New York	X			X		X							X		X	
North Carolina		X											X			X
North Dakota		X											X			X
Ohio	X			X		X			X	X			X			X
Oklahoma		X											X			X
Oregon	X		X			X			X	X	X		X			X
Pennsylvania	X			X	X								X			X
Rhode Island	X					X							X			X
South Carolina		X											X			X
South Dakota		X											X			X
Tennessee	X			X		X							X			X
Texas	X			X	X	X							X			X
Utah	X		X	X	X								X			X
Vermont	X		X		X	X			X			X				X
Virginia		X											X			X
Washington	X		X		X								X			X
West Virginia	X		X	X		X			X	X	X		X			X
Wisconsin	X		X	X	X	X			X				X		X	
Wyoming		X											X			X
Guam		X											X			X
Northern Mariana Islands		X											X			X
Palau	X					X							X	X		
Puerto Rico		X											X			X
Virgin Islands	X						X		X				X			X

**Supplemental Remarks**

If graduates of foreign law schools are eligible for admission *by examination* under your rules, do other requirements apply?

**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.

(continued)

### Supplemental Remarks (continued)

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

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

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

**District of Columbia** Applicant may be permitted to take bar examination upon successful completion of at least 26 semester hours of study in the subjects tested on the DC bar exam in a law school that at the time of such study was ABA-approved. 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** Published waiver policy lists criteria considered by Board in determining whether waiver standard has been met.

**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 8 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 and complete 14 hours at an American law school.

**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. In addition, one of the following requirements must also be met: additional education at an ABA-approved law school or admission in another U.S. jurisdiction.

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

**New York** Applicant must complete period of law study equivalent in duration and substance to that specified in New York rules in law school recognized by competent accrediting agency of the government of such foreign country. All applicants must have their transcripts evaluated by the Board of Law Examiners to determine if further study is required in the form of a qualifying LL.M. degree from an ABA-approved law school in the United States.

**North Carolina** The eligibility of foreign-trained applicants is limited to those who had an LL.M. 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 showing at least 3 years of full-time study. The registration application may not be processed until the education is approved by the Supreme Court. At least 3 additional years of full-time post-secondary education are required.

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

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

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

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

**Texas** A graduate of a foreign non-correspondence law school accredited by its jurisdiction can take the exam if he/she holds a valid law license issued by that jurisdiction provided: he/she has 5 out of last 7 years of lawful practice in the foreign nation or elsewhere and either demonstrates that the law of the foreign nation or elsewhere is comparable to that of Texas or holds an LL.M. from an ABA-approved law school (not by correspondence or distance learning); or he/she has 3 out of last 5 years of lawful practice in the foreign nation or elsewhere, demonstrates that the law of the foreign nation is comparable to that of Texas, and holds an LL.M. from an ABA-approved law school (not by correspondence or distance learning). In all events, the applicant must demonstrate that he/she holds the equivalent of a J.D. If licensed by another U.S. jurisdiction, refer to Chart 3 on pages 8-9.

**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** A foreign law school graduate must be admitted to practice by examination in an English common law jurisdiction and have active legal experience 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** First degree of law and license to practice law from English common law jurisdiction and practice for at least 3 of last 10 years, or first degree of law from qualified and approved foreign law school and completion of an approved master of law program from an ABA-approved law school.

**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.

*If graduates of foreign law schools are eligible for admission **without examination** under your rules, do other requirements also apply?*

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

**Massachusetts** The Board in its discretion may excuse applicants possessing degrees from law schools in foreign countries, providing they have met the following requirements: a) obtained prior Board approval of their educational sufficiency and work history, b) provided verification that they have been admitted and are in good standing in another state, district, or territory of the United States and have engaged in the practice of law for 5 out of the past 7 years before making application, c) passed the MPRE, and d) satisfied the Board as to their moral character and fitness.

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

**Ohio** If an applicant's legal education was not received in the United States, the education must be evaluated and approved by the Supreme Court 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 showing at least 3 years of full-time study. The application for admission without examination may not be processed until the education is approved. At least 3 additional years of full-time post-secondary education are required.

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

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

(continued)

**Supplemental Remarks (continued)**

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

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

**Vermont** Canadian Law Schools: University of Alberta; University of British Columbia; University of Calgary; University of Montreal; McGill University; University of New Brunswick; University of Ottawa; York University (Osgood Hall Law School); University of Saskatchewan.

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

**Alabama** Applicant must meet and show proof of the following requirements: (a) that the law school was approved in that foreign jurisdiction, (b) that the applicant has been admitted to the practice of law in the jurisdiction in which that law school is located, and (c) that the law degree program includes a substantial component of the study of English common law. A foreign law school graduate is eligible to take the bar examination if he or she has been admitted to practice law in a state or other jurisdiction within the United States and has been continuously engaged in the active practice of law and has been in good standing for at least 3 years.

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

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

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

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

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

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

**Tennessee** Applicant's total education must be found to be substantially equivalent and applicant must complete 24 hours at an ABA-approved law school or 1/3 credits needed at a Tennessee-approved law school.

**Texas** A graduate of a foreign non-correspondence law school accredited by its jurisdiction can take the exam if he/she holds a valid law license issued by that jurisdiction provided: he/she has 5 out of last 7 years of lawful practice in the foreign nation or elsewhere and either demonstrates that the law of the foreign nation is comparable to that of Texas or holds an LL.M. from an ABA-approved law school (not by correspondence or distance learning); or he/she has 3 out of last 5 years of lawful practice in the foreign nation or elsewhere, demonstrates that the law of the foreign nation is comparable to that of Texas, and holds an LL.M. from an ABA-approved law school. In all events, the applicant must demonstrate that he/she holds the equivalent of a J.D.

**Wisconsin** Applicant must meet and show proof of the following requirements: (a) that the law school was approved in that foreign jurisdiction, (b) that the LL.M. program meets specific minimum requirements pertaining to total semester hours of credit, minutes of instruction, and duration of program, and (c) that the LL.M. program consists of a certain number of semester hours of specified courses. The LL.M. program must be located at an ABA-approved law school and be completed within 24 months of enrollment.

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

## **APPENDIX K: UN NATIONAL COMPETITIVE RECRUITMENT EXAM: LIST OF COUNTRIES PARTICIPATING IN 2013**

See [careers.un.org/YPP](http://careers.un.org/YPP) for more information; the list changes every year.

Algeria	Moldova
Andorra	Monaco
Angola	Montenegro
Antigua and Barbuda	Mozambique
Azerbaijan	Netherlands
Bahrain	Norway
Barbados	Oman
Belarus	Palau
Belgium	Paraguay
Belize	Poland
Brazil	Portugal
Cape Verde	Republic of Korea
Chad	Saint Lucia
China	Samoa
Comoros	San Marino
Cyprus	Sao Tome and Principe
Germany	Saudi Arabia
Granada	Slovakia
Guinea-Bissau	Slovenia
Indonesia	Solomon Islands
Iraq	South Sudan
Japan	Spain
Kiribati	St. Vincent and the Grenadines
Latvia	Sweden
Lesotho	Switzerland
Liberia	Syria
Libya	Tajikistan
Liechtenstein	Tonga
Lithuania	Turkey
Luxembourg	Tuvalu
Malaysia	United States
Micronesia	