



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

THE LLM PUBLIC INTEREST JOB SEARCH HANDBOOK 2015-2016

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LLM Public Interest Job Search Handbook

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I. Introduction

What is Public Interest Law?

At the Public Interest Law Center (PILC) and NYU School of Law, 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, non-profit organizations, and pro bono work at law firms.

What is the Public Interest Law Center (PILC) and how can it help me?

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 PILC.

Since then, PILC has become a national model for the promotion of public service. 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.

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/>, especially our Online Library, <http://www.law.nyu.edu/publicinterestlawcenter/forstudents/career-resources-for-llms>, and through the Public Service Jobs Directory (PSJD), accessible at www.psjd.org.

How can I decide whether public interest is right for me?

Public interest law is a fascinating and rewarding field. Working in public interest law means devoting your skills to the principles that draw many people to study law in the first place, such as access to justice, equality, and the protection of vulnerable and marginalized communities.

If you are drawn to public interest law, the next question is whether you want to work in the field full-time. Public interest lawyers typically earn substantially less than those at law firms or in the private sector. Yet public interest jobs are often harder to get, since public interest lawyers are typically motivated more by their commitment to a cause than by financial remuneration. If you are passionate about issues of social justice, working full-time in public interest law may be ideal for you.

Even if you decide to work in the private sector after your LLM, there are many ways for you to contribute to the public interest. Many law firms and corporations have large, active pro bono programs. 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. In addition, many attorneys start their careers in the private sector and later transition to public interest.

PILC counselors are happy to help you think through these issues, and decide on the best path for you.

When should I start searching for public interest jobs?

Public interest employers hire according to their own budgets and needs; the timetable differs for each employer. Some fortunate students will receive fellowships and job offers by winter, but most wait until job openings are posted in the spring. Many LLM 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.

Though the job search can be challenging, don't be discouraged; many LLM students have succeeded in obtaining interesting and rewarding public interest jobs. To maximize your chances, we recommend that you start building contacts, networking, and taking advantage of opportunities to perform pro bono work as early as possible, including during your LLM year.

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. Listed below are the major public interest practice settings.

International Public Interest Work – The type of work 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. Many international employers seek candidates with proficiency in at least two languages. Opportunities fall into the following 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, 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. 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** – Alternatives to IGOs, government agencies and NGOs include economic development, think tanks, alternative dispute resolution, and foundation work.

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. Jobs in U.S.-based public interest organizations can be very difficult to get. Foreign-trained LLM 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. Many domestic organizations are not able 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** – These organizations 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 often required or strongly preferred.
- **Death Penalty Resource Centers** – These organizations 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** – These are 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** – These 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.
- **Public Interest Law Firms** – These are 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 that work with an underrepresented group.

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

Check out the NYU International Public Interest Handbook, available on the PILC website, and *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.

There is also an extensive range of resources available on the Public Service Jobs Directory website, www.psjd.org/resource_center, covering both domestic and international practice areas.

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

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

You can schedule an appointment with a PILC counselor at any time during your LLM and may continue to meet with a counselor after graduation. 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 Miriam Ingber (or, over the Fall, Miriam Eckenfels-Garcia). Biographies of the all PILC counselors appear in Appendix A. You can send an email to pilc.info@nyu.edu to schedule an appointment.

Before your counseling session, we ask that you:

- 1) 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.
- 2) Register on PSJD at 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).
- 3) 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 before your appointment.

II. The Public Interest Job Search

What should I be doing now?

There are a number of steps you can take while you are here that may complement your studies. We realize that this can be overwhelming, especially during the Fall semester as you start your LLM year. Any of these efforts you take are helpful, and the more you can fit in, the better your chances of securing post-graduate employment.

- 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.
- Take advantage of opportunities to complete pro bono work during your LLM year. You can meet with David Glasgow, Associate Director and Research Fellow, to discuss pro bono placements, or apply for placements listed on CSM. This is a good way to get your foot in the door at a public interest organization and build U.S. experience to place on your resume for the post-graduation job search. It will also help you satisfy the pro bono requirement for admission to the New York State Bar (see section VI of this Handbook).
- Research fellowships and funding opportunities beginning in the Fall semester and apply for any that appeal to you and that you are qualified for (see section V of this Handbook). Make sure to check for early application deadlines.
- Get involved in student groups like Law Students for Human Rights and the International Law Society. 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 section III of this Handbook).

How should I plan a public interest job search?

Before you begin your job search, it helps to take time to reflect and identify your interests, goals, and requirements. 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? 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 or elsewhere.
- 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.

Do I need to take the Bar Exam to work in public interest law?

It depends on the type of job and where you will be located. If you intend to practice law in the United States, you will need to take the bar exam in the state where you work. Even if you do not practice law (e.g., a research or policy position) or you intend to work abroad, taking the New York State Bar Exam is viewed favorably by some employers. PILC counselors would be happy to speak with you about this.

If you take the New York State Bar Exam, you will need to complete at least 50 hours of eligible pro bono work to be admitted as an attorney. See this link for more details of the rule and the types of pro bono work that count (<http://www.law.nyu.edu/publicinterestlawcenter/forstudents/pro-bono-opportunities-for-LLMs>), and please contact David Glasgow, Associate Director and Research Fellow, if you have any questions about fulfilling the requirement. Think of the 50-hour pro bono requirement as a good opportunity to experience public interest law in the United States first-hand. Aside from the altruistic benefits of performing pro bono work, you will strengthen your U.S. knowledge and skills, build contacts, and expand your resume for your public interest job search.

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.

- **Young Professional Programs** – YPPs are entry-level jobs – often 2-year contracts – at various IGOs (e.g., UN Secretariat organizations, UNESCO, UNICEF, UNHCR, certain development banks, World Bank, OECD, FAO). These positions often have age limits, strict language and experience requirements, and can be limited to citizens of certain countries, usually under-represented member states. These programs are extremely competitive, and the process can be lengthy. For example, the competitive examination process for the UN Secretariat YPP can take up to 2 years.
- **Junior Professional Officer / Associate Expert Programs** – JPOs/AEs are sponsored by certain member states of an IGO. The United States participates in a number of JPO/AE programs, including with the UN Secretariat organizations, the Food and Agriculture Organization, the International Atomic Energy Agency, the International Organization for Migration, the UN High Commissioner for Refugees and the World Food Program. Positions are advertised on an ad hoc basis, and these programs are very competitive.
- **UN Volunteer Program** – For those interested in the UN, the UNV program is an excellent entry point. Volunteers frequently work in development assistance, peacekeeping and humanitarian positions in developing countries. Despite its name, UNV positions can be relatively lengthy (6 months or more) and participants receive a generous stipend and other benefits.

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.

Also look out for the International Finance and Development (IFD) Fellowships offered through NYU, which offer opportunities for LLM students to complete paid fellowships with certain IGOs (generally 10 to 12 weeks) after the completion of the LLM program. Applications for the IFD Fellowships are due November 2, 2015, and an information session will be held on October 13, 2015. (See Section V below for more information.)

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

If you are a foreign trained LLM, now is the time to decide how long you intend to work in the United States. If you plan to be in the U.S. 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. 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.)

It can be difficult, or in some circumstances impossible, to get public interest employers to sponsor a work visa, so be sure to investigate your visa requirements as well. PILC counselors can help you think about how to broach visa sponsorship with potential employers, but we are not qualified to give you visa advice.

How can I make myself more marketable to American employers?

As a foreign-trained lawyer, you have many things to offer American employers: you may have years of prior legal experience, contacts from abroad, and foreign language skills. On the other hand, many American employers tend to focus on recruiting JD graduates for their background and experience in the U.S. context. You will need to work harder and be more strategic in order to persuade them to hire you.

The best way to make yourself marketable is to get your foot in the door, so that potential employers can see your knowledge and skills for themselves, and so that you can build American contacts to act as references for you. Ways of getting in the door include completing a Clinic in your LLM program, a pro bono placement, or an internship. To this end, network and build contacts as much as possible throughout your LLM year; apply for pro bono opportunities and NYU Law Clinics offered to LLM students; and reach out to your Professors for contacts and recommendations for job opportunities. You should also choose courses in your LLM that demonstrate you have the substantive knowledge to work in the organization's field. Domestic American employers are unlikely to view experience in a particular area in a foreign country (such as labor law) as giving you sufficient knowledge and grounding, on its own, to practice in the equivalent field in the United States.

American employers recruiting for domestic lawyers want to know that you have equivalent ability to a JD graduate. So ensure that your cover letters and resume conform to American expectations; highlight knowledge and skills that transcend national boundaries; and emphasize features that set you apart in a positive way (e.g. foreign language skills or cultural knowledge relevant to the employer's work). We also encourage you to meet with a PILC counselor for a mock interview so that you can be prepared for differences in interview style and format as compared with your home country. More information on cover letters and resumes is set out in section IV of this Handbook.

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. 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 would like to receive e-mails informing 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.

CSM/Symplicity (<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 keep your personal profile updated. You will also find internship and other job opportunities posted here.

The PILC Website. The PILC web page, <http://www.law.nyu.edu/publicinterestlawcenter/forstudents/career-resources-for-llms>, 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 first-year JD student

Very simply, networking is the process of using people 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. 😊

Please don't assume that networking is not necessary for you. Some countries do not rely on networking as much as the United States, and you may not have needed it to secure a job in your home country before the LLM, but it is very important if you are seeking work in the United States or in international public interest law abroad. 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.

If you feel uncomfortable about networking or find it difficult to adjust to the cultural style of how networking is conducted in the United States, don't worry! Many people are in the same boat as you, and the good news is that networking gets easier with practice.

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 ask 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:

Dear Ms. Hernandez,

I am a Chilean attorney and a current student in the LLM program at NYU School of Law. The NYU Public Interest Law Center recommended that I contact you to discuss my interest in international development. I have a background in fair trade and have been

conducting research into economic development issues in my courses at NYU. I wonder if you might be willing to take ten or fifteen minutes to speak with me by phone about your career and work at the World Trade Organization? If so, please let me know a few good times to reach you. I have attached my resume for your reference.

I look forward to hearing from you.

Sincerely,

Benjamin

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 about their work and career path; 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 informational interview and what should I say / ask?

An informational 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 informational 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 informational 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 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 (such as over a lunch break), it is nice to send a handwritten note.

Also, 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.
- 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. A select list of alumni from the NYU LLM program, who now work in public interest, is located in Appendix I. Each of them has agreed to be listed there in case current LLM students are interested in their career path. You

can also ask a PILC counselor for help identifying alumni working in your areas of interest, or search for NYU alumni on LinkedIn.com. To that end, join the PILC group on LinkedIn and also the NYU Law Alumni group.

- 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.abcny.org, \$50 LLM student memberships (but most events are free and open to the public)
 - New York State Bar Association, www.nysba.org, free for NY State law students
 - New York County Lawyers' Association, www.nycla.org, \$30 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. 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 November 5-7 (see 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 (similar to a CV). 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 CV?

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 CV; your resume should probably be only one or one and a half pages 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.

Certain countries have different conventions about cover letters and resumes, such as appropriate length and level of detail to include. 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 come across through your academic accomplishments, previous jobs, volunteer experiences, internships, and any other relevant experiences. Choose strong, active verbs in the descriptions of your experience, such as “drafted,” “presented,” “coordinated,” and “researched” (rather than vague descriptions like “assisted” or “involved in”). Some resumes focus on clients that were served to demonstrate the skill of working with a particular client base. See Appendix B for an example LLM resume.

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

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 one or two paragraphs that describe your qualifications, skills and interests, and concludes with an invitation to contact you. 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 an example.

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" or "Dear Hiring Committee."

In the introductory paragraph, identify yourself and the specific position you seek. Mention how you learned of the position or organization; if you have a personal contact who recommended that you apply, mention this too.

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. For example, instead of "In 2014, I worked as a judge's clerk at the Constitutional Court of South Africa, where I conducted research and drafting," consider: "While serving as a judge's clerk at the Constitutional Court of South Africa, I honed my skills in research and drafting, and developed a passion for indigenous rights." It is **essential** to demonstrate that you have knowledge of, commitment to, and 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, and how they can contact you. (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 the cover letter to explain how you can help *them*. You need to describe the qualifications, skills, and interests that make you stand out.

Some employers, especially in the U.S., are not used to hiring LLM students and some may not know what the LLM 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).

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.
- If applying to an American employer, try to make your application as “American” as you can. While you should of course include experience that you have gained overseas, you should bring to the forefront any knowledge and skills you have developed in the U.S. context, and any American contacts who are willing to act as references. Even smoothing out little details can help, for example: use American spelling, grammar, and punctuation (rather than, e.g., British), and avoid terms and expressions that would be unfamiliar to an American reader. Sometimes it is tricky to know what would be unfamiliar, so getting an American friend or PILC counselor to read the document for you can help.
- 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.
- Delete “throat clearing” terms: “worked by assisting professor with research” can 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 (“I”) 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, 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 on NYU Home.

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. If you make an excerpt from something longer than 10 pages, include a note at the top of the writing sample to explain the context—i.e. that it is a shortened version of a longer piece.

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?

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. 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.

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. 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 sometimes 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, there are five extra tips to remember:

- Be especially concise, because it is easy to keep talking for too long without the visual cues that the interviewer is satisfied or ready to move on;
- Smile even though they can't see you, as it will make your voice sound enthusiastic;
- Try standing up so your voice will project more energy and enthusiasm;
- Ensure your phone is charged and that the area you are in has good reception; and
- Make sure your environment is free of noisy distractions, such as a barking dog in the background!

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. Check the spelling of the interviewers' names before you hit send.

V. Fellowships & Internships

What is a post-graduate fellowship?

Fellowships are limited-term positions in public interest organizations, ranging in time from a few months 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, and expect you to have already secured a sponsoring organization over

the summer.) 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. Aside from the Fellowship Handbook, 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), which has extensive resources online and also a great library not far from the Law School.

There is also a list of selected international fellowships in the International Public Interest Handbook, available on the PILC website (<http://www.law.nyu.edu/publicinterestlawcenter/forstudents/career-resources-for-llms>) and in hard copy at the PILC office.

Canadian students, or non-Canadians living in Canada, may be interested in applying to the Recruitment of Policy Leaders (RPL) program, which recruits candidates into mid to senior-level policy positions in the Canadian federal public service. The recruitment drive will commence in fall 2015. See here for more information: <http://jobs-emplois.gc.ca/rpl-rlp/index-eng.php>.

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

NYU offers the following post-graduate fellowship programs for LL.M.s. There will be an information session on these fellowships on Tuesday, October 13, at 12pm in Furman Hall Room 216. More details on each program follow below, but here is a brief overview:

- **International Finance & Development Fellowship (IFD)** with selected international development organizations.
 - Application Deadline: Monday, November 2,
- **International Law & Human Rights Fellowship (ILHR)** with selected NGO and UN human rights offices around the world and with the UN International Law Commission in Geneva.
 - Application Deadline: Wednesday, November 11 (expected – check the CHRGJ website to confirm: <http://chrgj.org/opportunities/students/chrgj-international-human-rights-fellowship/>).

The above programs provide a modest stipend of \$6,500.

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 2016.

The following post-graduate fellowships are open to both JD and LLM 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.
- **Gallatin Global Fellowship in Human Rights:** Since 2011, the Gallatin Global Fellowship in Human Rights has supported up to ten selected students yearly with funded internship experiences that focus on international human rights. Student fellows are required to have an invitation from a non-governmental organization (NGO). These NGOs are human rights organizations that have the capacity to host students and incorporate them in substantive aspects of their human rights work in meaningful ways. It is anticipated that the fellowship will allow students to contribute to the organization's work while gaining experience in the human rights field in ways that complement their academic trajectory at NYU Law. Learn more about the Gallatin Global Fellowship [here](#).
- **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 are the International Finance and Development Fellowships?

The International Finance and Development Fellowships (IFD) are coordinated by PILC, and current LLM 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, and trade law 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 10-12 weeks, and the submission of a research paper to the Law School following the internship.

This year NYU expects to select around 14 students as IFD Fellows through a competitive process starting in October. If you are offered the fellowship you must accept - so think it through before you apply.

Confirmation of fellowship placement sites for 2016 is still in process, but among the institutions and organizations being considered are:

- European Bank for Reconstruction and Development (EBRD)
- International Development Law Organization (IDLO)
- International Finance Corporation (IFC)
- International Institute for Sustainable Development (IISD)
- International Monetary Fund (IMF)
- Organisation for Economic Co-operation and Development (OECD)
- United Nations (UN)
- World Bank

Applications will be available online and will also be distributed during an October 13 information session. The IFD application is due **Monday, November 2** (note that this is earlier than the International Law & Human Rights Fellowships). For further information about the program, please visit

<http://www.law.nyu.edu/publicinterestlawcenter/forstudents/postgradfellowshipsLLMs/ifd-fellowships>.

What are the International Law and Human Rights Fellowships?

The ILHR Fellowship 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 JD (1L and 2L), LLM, and JSD 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 (can be later for some internships), preparatory seminars in the Spring semester, 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. If you are offered the fellowship you must accept - so think it through before you apply.

This program is specifically designated for students seeking internships with certain highly regarded international organizations. Confirmation of internship placement sites for the 2016 International Law and Human Rights Fellowship Program is still in process, but among the institutions and organizations being considered are the following:

- Al-Haq, Ramallah
- Association for Civil Rights in Israel, Tel Aviv
- Bangladesh Legal Aid and Services Trust, Dhaka
- Center for Justice and International Law, San José
- Defense for Children International-Sierra Leone, Freetown
- European Centre for Constitutional and Human Rights, Berlin
- European Roma Rights Centre, Budapest
- Extraordinary Chambers in the Courts of Cambodia, Phnom Penh
- Human Rights Law Network, New Delhi
- Human Rights Network for Journalists-Uganda, Kampala
- Institute for Human Rights and Democracy, Lima
- Inter-American Commission on Human Rights, Washington
- International Center for Transitional Justice, Bogotá and Nairobi
- International Criminal Tribunal for the former Yugoslavia, The Hague
- International Organization for Migration, Bangkok
- International Women's Rights Action Watch-Asia Pacific, Kuala Lumpur
- Judicial Reform Foundation, Taipei
- JUSTICE, London
- Legal Assistance Centre, Windhoek
- People's Watch, Tamil Nadu
- South Asian Center for Legal Studies, Colombo
- Southern Africa Litigation Center, Johannesburg
- Special Tribunal for Lebanon, The Hague
- UN Department of Peacekeeping Operations, New York
- UN High Commissioner for Refugees, several offices perhaps including Amman, Ankara, Beirut and Dakar
- UN International Law Commission, Geneva
- Zhicheng Public Interest Law Firm (including Beijing Legal Aid Office for Migrant Workers and/or Beijing Children's Legal Aid & Research Center), Beijing

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 Tuesday, October 13, at 12pm, Furman Hall, Room 216 and applications will be distributed at that time. The application is expected to be due **Wednesday, November 11**. For further information about the program, and list of last year's placements, and to check the application deadline, go to www.chrgj.org/opportunities/students/chrgj-international-human-rights-fellowship/, or email Tish Armstrong at 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 recruits graduates from various global law schools for the Legal Analyst Program (LAP) (formerly known as the Legal Associates Program), a three-year appointment. There is an age limit on candidates of 32 years old, and the World Bank usually requires a minimum of one year and maximum of two years' prior legal work experience. Duties include legal research, comparative legal analysis, drafting of legal documents and legal support of ongoing projects. The program provides invaluable opportunities for students interested in international development. We expect the World Bank to ask NYU to nominate at least two outstanding candidates for LAP, possibly more, who will then be assessed in a competitive pool against nominations from the other participating law schools. More information will be available as soon as the World Bank announces details for this year's program, likely to be in November 2015.

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 website. 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; 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, or that their application deadline has already passed.
 - 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 “prestigious” sounding 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.
 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 LLM student at NYU (and explain what the LLM 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 sometimes advise LLMS 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.

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.

VI. PRO BONO SERVICE

What is pro bono work?

Pro bono work is legal work performed for a client who does not pay a fee. Typically, pro bono work is performed for low-income individuals who cannot afford access to legal representation, or for non-profit organizations. However, under the New York State Bar rules (see below), other types of work, such as for governmental agencies or judges, can also qualify as pro bono.

Although pro bono clients do not pay a fee, they are entitled to exactly the same quality of service as a fee-paying client. Organizations that provide free legal services take their responsibilities extremely seriously, and expect their volunteers to uphold all the ordinary standards of professionalism that apply to paid work.

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

All persons who apply for admission to the New York State Bar are required to file an affidavit showing that they have performed fifty hours of pro bono service. The full text of the rule and a Frequently Asked Questions document can be found at <http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml>.

The aim of the pro bono requirement is to fill gaps in access to justice that affect low-income and disadvantaged people. However, the New York State Courts have approved a broader range of pro bono work than just legal services for indigent clients. 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 can count, but the work must be law-related and properly supervised.
- Pro bono work can be completed before the LLM program commences (most LLMs can only count up to one year before), during the LLM program school year, or after completion of the LLM program and the Bar exam (but before application for admission, which usually occurs around October/November at the earliest, if you take the July Bar exam).
- Pro bono work abroad can also qualify if it otherwise meets the definition of eligible pro bono work specified in the rule. You will be asked to explain the nature and circumstances of the work in detail.
- Pro bono work at a law firm can qualify if no fee is being paid, and the work is duly supervised and law related.
- Some NYU Law clinics can count (although students who need the LLM 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 LLM degree).
- You are allowed to 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, such as teaching English.
- 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 Courts website.

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

NYU Law sources opportunities for LLM students to complete their pro bono requirement, which are posted to Symplicity. Students are encouraged to meet with David Glasgow, Associate Director and Research Fellow in the Public Interest Law Center, for advice on identifying opportunities. David can be reached at david.glasgow@nyu.edu.

PILC has also created a module in Symplicity where students can track your hours. This module is to help you keep track only, and you will need to submit original affidavits when you seek admission to the Bar. For more information, see <http://www.law.nyu.edu/publicinterestlawcenter/forstudents/pro-bono-opportunities-for-LLMs>.

In addition to the placements on Symplicity, you can find pro bono work through your own contacts, or on websites such as PSJD.org and ProBonoNet. You can even reach out directly to organizations that interest you and see if you can volunteer with them. However, be careful when finding your own opportunities to make sure that the work will meet the definition of qualifying pro bono specified in the rule and FAQ document (see above).

How do I know which pro bono placements are right for me?

As you read through the pro bono placement descriptions posted on Symplicity, consider these questions: Which organization does work that I care about the most? What area of law would I like to learn more about? Am I comfortable interacting directly with clients, or do I prefer research? You should also consider how the pro bono placement will fit around your course schedule; only sign up for an opportunity if you are certain that you will be able to meet the time commitment specified in the placement description.

Do not feel discouraged or deterred if you have no experience in the areas of law covered by the pro bono placements. Unless otherwise indicated on the description in Symplicity, the organizations do not expect any prior knowledge or experience—they just want caring, committed people to help their clients. Think of it as an opportunity to learn something interesting and new.

Please also feel free to make an appointment with David Glasgow in PILC to discuss your pro bono options and figure out what will suit you best.

How do I apply for pro bono placements?

Each pro bono placement posted to Symplicity will have instructions on how to apply. For some, it is as simple as signing up to a training session. For others, the organization requires you to prepare a cover letter and apply for the placement the same way as for a paid position, which may include attending an interview before they decide to take you on board.

A pro bono cover letter is similar to any other cover letter (see section IV of this Handbook for instructions), but can usually be more brief. Make sure you include in the letter:

- A statement of where you found the pro bono placement, e.g. that it was advertised through the Public Interest Law Center at NYU;
- your enthusiasm for, and commitment to, the work of the organization; and
- your availability.

If you have any foreign language skills that may be relevant to the organization's clients (e.g. Spanish, Mandarin, Haitian Creole, Russian, or French), include that as well.

Do **not** state in the cover letter that you are looking to fulfill the 50-hour requirement for the New York State Bar. Many organizations will take this as a sign that you are not really committed to their work.

After you apply for a pro bono placement, don't worry if you do not hear back from the organization. In most cases the person is just busy. Send a follow-up email a couple of weeks after you apply, to check that they received your application and reiterate your interest in volunteering.

There is an example of a pro bono cover letter and a follow-up email in Appendix C.

Are there any other things I should know about pro bono work?

Pro bono work can be incredibly fulfilling and enriching. Not only are you providing support to individuals and organizations in need, you are also getting to know the American legal system, building contacts, and potentially learning about a new area of law.

Remember that NYU coordinates pro bono opportunities with the hope that the organizations will continue to accept our students in the future. Treat your pro bono placement as though it is a paid job, and uphold ethical and professional standards. It will be both to your benefit and to the benefit of future LLM students.

Appendix A: PILC Counselor Bios

Lisa Hoyes '99

Assistant Dean for Public Service

(JD NYU School of Law; MA Princeton University; BA SUNY Purchase)

Lisa Hoyes joined the Law School from the Federal Defenders of New York, where she served as an Assistant Federal Defender from 2009 to 2015. At Federal Defenders, Lisa handled a wide variety of cases, including terrorism, narcotics, weapons, immigration, and securities fraud. As the Federal Defender liaison to two innovative court diversion programs, one for young offenders and one for defendants struggling with substance abuse, Lisa worked alongside the judges of the Eastern District of New York to implement and expand the programs.

Prior to joining the Federal Defenders, Lisa spent nearly a decade at the Bronx Defenders, advocating for thousands of indigent clients. She took a leave of absence from the Bronx Defenders in 2004 to serve as an NYU Law Fellow at the Equal Justice Initiative, working with Professor of Clinical Law Bryan Stevenson to represent death row inmates and other offenders facing life sentences under three-strikes laws. Lisa later returned to the Bronx Defenders as a Supervising Attorney and a member of the Advanced Felony Trial Unit.

After graduating from NYU Law, Lisa won a Soros Justice Postgraduate Fellowship to undertake a project she designed to provide civil legal services to juveniles involved in delinquency proceedings and the criminal justice system. For two years, she provided immigration, housing, family law, and benefits representation to young people under the auspices of Legal Aid's Juvenile Rights Division and The Door's Legal Services Center.

While at the Law School, Lisa was a Sinsheimer Scholar, an active member of BALSAs, an associate editor of NYU Law Review, and a participant in the Juvenile Rights clinic. Lisa received a BA in Language and Culture and Political Science from SUNY Purchase.

Miriam Eckenfels-Garcia LLM '13

Interim Associate Director

(LLM NYU School of Law; MA University of Basel, School of Law; BA University of Basel, School of Law)

Miriam is an international lawyer and an attorney admitted in New York State. Prior to joining PILC, Miriam was a legal counsel to the Palau National Congress, the legislature of the Republic of Palau from 2013-2015. In this capacity, she drafted bills for new and amended civil and criminal legislation and advised the members of Congress on human rights issues and Palau's obligations under international law. Miriam obtained her LLM in International Legal Studies from NYU School of Law with a focus on transitional justice and international human rights. During the LLM she worked as a remote consultant to the European Center for Constitutional and Human Rights in Berlin and as an advocacy intern for Watchlist on Children and Armed Conflict in New York. From 2010-2012, Miriam worked as the executive assistant to the Chairman of the OECD Working Group on Bribery and as an academic assistant at the

University of Basel. Miriam also pursues a PhD project that analyzes the possibility of including corporate actors in transitional justice mechanisms.

David Glasgow LLM '14

Associate Director and Research Fellow

(LLM NYU School of Law; LLB University of Melbourne Law School; BA University of Melbourne Faculty of Arts)

David coordinates outreach and student guidance regarding the 50-hour pro bono requirement for admission to the New York State Bar; administers the International Finance and Development Fellowship and International Court of Justice Clerkship; and counsels public-interest oriented JD and LLM students. David is an Australian-qualified lawyer and an attorney admitted in New York State. Prior to joining PILC, he obtained an LLM from NYU School of Law with a focus on civil rights and nondiscrimination issues, which included an internship at Immigration Equality through the LGBT Rights Clinic. He was awarded the David H. Moses Memorial Prize upon graduating first in the LLM program. David previously practiced employment, labor relations and discrimination law in Australia and clerked for a Justice of the Federal Court of Australia. While practicing law, he maintained a substantial pro bono caseload, particularly through the Homeless Persons' Legal Clinic. He also served as President and in other management positions for the nonprofit organization Lawyers for Animals.

Sarah Hudson-Plush

Associate Director

(JD Cardozo School of Law; BA University of Michigan)

Sarah Hudson-Plush 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.

Miriam F. Ingber

Associate Director

(JD Yale Law School; AB Summa Cum Laude Dartmouth College)

Before joining the Public Interest Law Center in 2015, Miriam Ingber taught on the NYU Law Lawyering faculty. Prior to that, she worked as a Senior Staff Attorney at Children's Rights, a non-profit organization based in New York City. At Children's Rights, she worked on class action civil rights litigation aimed at improving child welfare systems nationwide, including federal litigation in Oklahoma and Rhode Island, and monitoring efforts in Mississippi. From

2006 to 2010, she worked in private practice on a wide range of issues, including white collar defense, internal investigations and general commercial litigation. While in private practice, she had an active pro bono practice that included advocacy for victims of domestic violence.

From 2004 to 2005 she clerked for the Supreme Court of Canada for Justice Rosalie Silberman Abella. Miriam graduated from Yale Law School in 2004. While at Yale, she was an editor for the Yale Law Journal and the Yale Journal of Health Policy Law & Ethics, as well as a Coker Fellow. She received her AB summa cum laude from Dartmouth College in 2001.

Emily Kernan
Associate Director
(JD Harvard Law School; AB Summa Cum Laude Duke University)

Emily Kernan joined the Public Interest Law Center in August 2015 from Advocates for Children of New York (AFC). As a staff attorney at AFC, Emily worked to improve educational outcomes for children involved in the child welfare system through individual representation and capacity-building efforts with foster care agencies. During this time, she also served as a part-time Public Interest Career Advisor at Columbia Law School's Social Justice Initiatives, where she counseled law students and graduates about fellowships and public interest opportunities in child advocacy and other fields.

Before joining AFC in 2012, Emily worked at Lawyers For Children as Director of the Mental Health Advocacy Project, a project she started with a Skadden Fellowship in 2007. She represented children in foster care with mental health issues in New York City Family Court proceedings. She also engaged in policy work to tackle systemic problems, such as the over-prescription of psychotropic medications to children in care.

Emily received her J.D. from Harvard Law School, where she actively participated in the Child Advocacy Program and served as Co-President of the student group Child and Youth Advocates. Her clinical work involved court reform efforts to expedite permanency for children in foster care in Washington State and education advocacy on behalf of children exposed to family violence in Boston. Emily spent her summers at the National Center for Youth Law in Oakland, California and at The Door's Legal Services Center in New York City. Emily received an A.B. in Psychology from Duke University in 2003.

Linda Wayner
Executive Director, Brewer Latino Institute for Human Rights
(JD University of Michigan; M.A., BA Baylor University)

An attorney with a background in international arbitration, before joining NYU Linda M. Wayner served as general counsel for the New York City Mayor's Office for International Affairs. In that position, she oversaw legal affairs involving the city's role as host to the United Nations and 192 foreign government offices.

Before joining the Office of the Mayor, Linda was a commercial litigation attorney at Skadden Arps Slate Meagher & Flom, where she focused on international arbitration and the

representation of foreign companies in domestic securities cases and investigations. Linda also served as counsel to the organized Latino, African American, Native American, and Asian American students at the University of Michigan Law School during the *Grutter v. Bollinger* affirmative action lawsuit before the Supreme Court, helping them to file an amicus brief in the case. She was previously deputy president of the Hispanic National Bar Association for the New York region.

Linda received her law degree from the University of Michigan, where she was an associate editor of the *Michigan Law Review*. She obtained both a bachelor's and master's degree in International Politics from Baylor University.

Gabrielle Royal

Programs Director

(MA NYU Graduate School of Arts & Sciences – Expected December 2015; BA Texas A&M University)

Before joining the Public Interest Law Center as their Programs Director, Gabrielle Royal previously worked at NYU DC as a Program Coordinator creating and supporting co-curricular events, diversity initiatives, Alumni Mentorship programming, and networking opportunities for their student population. She is a graduate of Texas A&M University and is completing her MA degree at NYU's Graduate School of Arts & Science (GSAS). Her research is focused on the intersections of race, gender, and sexuality. She has years of experience as a student affairs professional and is passionate about diversity education. She was recently named as one of 100 Black LGBT Emerging Leaders to Watch by the National Black Justice Coalition. She has presented her academic research at Princeton University, University of North Carolina, CUNY, and the University of Montpellier in France. She is excited about continuing her service at NYU as an administrator and joining the PILC team!

Lisa A. Borge

Programs Director

(JD Golden Gate University School of Law; BA Emerson College)

Lisa Borge joined the Public Interest Law Center as its department administrator in August 2015. Before that, she served by Federal Criminal Justice Act appointment on various complex and death penalty cases in the Eastern, Southern, and Northern Districts of New York, and at the New York State Capital Defender Office providing litigation, administrative, and appellate support to attorneys in federal practice and state capital practice. She works closely with the assistant dean for public service administering the events and programs for PILC as well as coordinating the Summer Funding Program.

Appendix B: Sample Resume and Cover Letter

STELLA STUDENT

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

110 West 3rd Street, #1111
New York, NY 10012
stella.student@nyu.edu

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY

LLM in International Legal Studies, 2016

Honours: 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 of Laws (LLB), 2012, *First Class Honours* Class Standing – 4th/86

Honours: 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 2016 – August 2016

Digested and analysed 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 2016 – May 2016

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 2015 – May 2016

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 of 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

Solicitor, Litigation Department, August 2013 – August 2015

Drafted pleadings, affidavits, and prepared evidence for major transnational intellectual property litigation in the High Court. Researched points of law on complex corporate crime issues. Assisted counsel during hearings.

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

United Nations Monitoring Team Intern, May 2013 – August 2013

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 German. Enjoy sailing, amateur theatre, and ballet.

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

110 West 3rd Street,
New York, NY 10012
stella.student@nyu.edu

March 30, 2016

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 LLM in International Legal Studies at New York University School of Law, and am writing to apply for the position of Legal Research Associate with Equal Rights Trust. I believe my skills, experience, and interests make me well-suited to help develop and manage a research agenda on anti-discrimination and to contribute to the important mission of the Equal Rights Trust.

My solid academic background in human rights law and significant experience in human rights advocacy have given me the knowledge and skills required for the role of a Legal Research Associate. I recently wrote a shadow report on caste discrimination for the Committee on the Elimination of Racial Discrimination, and lobbied Committee members and governments 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. In addition, my legal training has afforded me excellent research and writing skills, and I have written legal briefs, briefing papers, newsletters, and scholarly articles. Finally, I am highly motivated and passionate about promoting equality and human rights, and committed to the mission of Equal Rights Trust.

Thank you very much for your consideration. Should you require any further information, please contact me at the phone number or email address above. 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 2016. 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. I look forward to hearing from you.

Yours sincerely,

Stella Student

Appendix C: Sample Pro Bono Cover Letter and Follow Up Email

Jian Lu
214 East 14th St. Apt. 10B
New York, NY 10003
(601) 205-3986
jl496@nyu.edu
September 15, 2015

Sofia Vallejo, Staff Attorney
Attorneys for Justice
426 W 18th Street
New York, NY 10014

Dear Ms. Vallejo:

I am writing to express my interest in completing pro bono work with Attorneys for Justice in your immigration program. I am a current LLM student at New York University School of Law, and learned about the pro bono placement opportunity through the law school's Public Interest Law Center. I believe that my fluency in Mandarin and commitment to serving low-income immigrants will enable me to contribute effectively to your pro bono program.

Before commencing the LLM at NYU, I practiced as an attorney in China in the litigation team of a major corporate law firm. Although the focus of my work was corporation law, I developed strong transferable skills in research, client interviewing, and drafting court documents. I am deepening those skills in the U.S. context through the LLM, and would be delighted to apply them in serving your clients. Having studied immigration law in my first law degree, I am passionate about the rights of immigrants and would be a strong advocate for your clients as they navigate the U.S. system.

My schedule for the Fall semester allows me to contribute to your organization up to eight hours each week. My resume is enclosed for your consideration. I hope to contribute to the important work of Attorneys for Justice this Fall, and I look forward to hearing from you.

Sincerely,

Jian Lu

FOLLOW UP EMAIL

To: Sofia Vallejo
From: Jian Lu
Date: September 30, 2015

Subject: Pro bono work at Attorneys for Justice

Dear Ms. Vallejo:

I hope this finds you well. I am writing to follow up my application to complete pro bono work with Attorneys for Justice, sent September 15.

I am still extremely interested in conducting pro bono work with your organization this Fall. If there is anything further you require to consider my application, please feel free to send me an email or call me on (601) 205-3986.

I look forward to hearing from you.

Best regards,

Jian Lu

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 Job Search Websites

American Bar Association Career Network - Maintained by the ABA-CLE Career Resource Center, the site provides job postings, job search tools, job and career tips, and links to career related resources.
www.americanbar.org/careercenter.html

American Bar Association, International Law Section – Website includes a “Student Headquarters,” with resources including a Jobs Portal, Career Resources and Internship Resources.
www.americanbar.org/groups/international_law/students.html

Active Learning Network for Accountability and Performance in Humanitarian Action (ALNAP) – Job listings posted by ALNAP, a network dedicated to improving humanitarian performance through increased learning and accountability.
www.alnap.org/members/vacancies.aspx

American Society of International Law (ASIL) – Job and internship listings for ASIL members.
www.asil.org/job-board

Association for Women’s Rights in Development (AWID) – Job listings related to gender equality, sustainable development and women’s human rights.
www.awid.org/jobs

Communication Initiative – Job listings (legal and non-legal) related to international development.
www.comminit.com/job_vacancies

Design, Monitoring and Evaluation for Peacebuilding – Job listings (legal and non-legal) related to peacebuilding.
www.dmeformpeace.org/opportunities/jobs

Devex – Humanitarian, health and sustainability job listings and short-term consulting opportunities.
www.devex.com/jobs

DevNet Jobs - Job listings and consulting opportunities related to international development.
www.DevNetJobs.org

Eldis – Job listings (legal and non-legal) related to international development.
www.eldis.org

Human Rights Jobs – Job listings (legal and non-legal) related to human rights. Some jobs are for members only.
www.humanrightsjobs.com

Human Rights Resource Center - Links to numerous job pages at international and domestic NGOs and IGOs.
www.hrusa.org/field/joblinks.shtm

Idealist – Excellent and comprehensive searchable listing of global public service jobs, internships and volunteer opportunities (legal and non-legal) in over 140 countries.
www.idealist.org

International Jobs Center – A source of international job listings, including international development and law reform opportunities.
www.internationaljobs.org

Jobs4Development – International development, NGO and non-profit job listings.
www.jobs4development.com

Lawyers Without Borders – A global group of volunteer lawyers who offer pro bono services to rule of law projects, capacity building and access to justice initiatives. Includes job listings and volunteer opportunities.
www.lawyerswithoutborders.org

Microfinance Gateway – Job listings (legal and non-legal) related to microfinance and financial inclusion.
www.microfinancegateway.org/p/site/m/jobs

Nonprofit Career Network – International and domestic non-profit job listings.
www.nonprofitcareer.com/

Nonprofit Jobs – International and domestic non-profit job listings.
www.nonprofitjobs.org

Omidyar Network - Philanthropic investment firm that posts openings at their portfolio organizations.
jobs.omidyar.com/careers_home.php

One World – Jobs and volunteer positions (legal and non-legal) with non-profits around the world.
oneworld.org/jobs

Pambazuka News – African job listings.
pambazuka.org/en/category/jobs

PILnet - A website that lists many pro bono and volunteer legal opportunities, including international opportunities.
www.pilnet.org/public-interest-law-programs/pro-bono-law.html

Pro Bono Net – A website that lists many pro bono and volunteer legal opportunities, including international opportunities.
www.probono.net

PSJD – Searchable listings of jobs, fellowships and internships throughout the world with more comprehensive coverage of some countries than others.
www.psjd.org

ReliefWeb – Job listings (legal and non-legal) for humanitarian and development jobs.
reliefweb.int/jobs

Riley Guide – Resources for job searches, including lists of job search websites.
www.rileyguide.com

General IGO Job Websites

IGO Directory (Northwestern University) – A comprehensive list of IGOs.
libguides.northwestern.edu/IGO

IGO Directory (Emory University) – Links to IGO websites.
sociology.emory.edu/faculty/globalization/igo.html

IO Careers – A website run by the State Department with information on IGO careers (including job listings and lists of internships, Young Professional Programs and Junior Professional Officer programs).
iocareers.state.gov/Main/Home

JPO Service Center – Information about various JPO programs, including many UN programs and links to the JPO programs of other IGOs.
www.jposc.undp.org/content/jposc/en/home.html
www.jposc.undp.org/content/jposc/en/home/how-to-join/working-for-the-un/other-jpo-programmes

UN Careers – Central website for all UN Secretariat opportunities.
Note: Non-Secretariat UN agencies have their own websites for vacancies and opportunities, and certain field offices may also have separate websites.
careers.un.org

UN System – Index of links to UN organizations and related organizations.
www.unsceb.org/content/un-system

UN Volunteers – Website for the UN Volunteers program.
www.unv.org

Funding Websites

Finding and Funding International Public Service Opportunities – Report with information on international public interest jobs.
www.psjd.org/Finding_and_Funding_International_Public_Interest_Opportunities

Foundation Center – Information on funding agencies and foundations. Excellent databases available in libraries in several cities (including New York) and online.
www.foundationcenter.org

Fulbright Scholar Program – Information on the Fulbright Scholar Program, run by the Department of State Bureau of Educational and Cultural Affairs.
www.cies.org

International Human Rights Funders Group – Information on foundations that support human rights work with a searchable database.
www.ihrfg.org

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, has library pages with links to general and government job sites.

GENERAL

PSJD, 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.idealist.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, 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

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, 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, arizonahandbooks.com/u/nyupilc

Password: artichoke

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

Office of Personnel Management, 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

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, http://www.senate.gov/visiting/common/generic/placement_office.htm

House, www.house.gov/content/jobs

Leadership Directories, www.leadershipdirectories.com

Updates and publishes names and contact information for federal, state, and municipal government agencies. Leadership Directories publish names and contact information for federal, state, and municipal government agencies. Especially helpful for Hill contact information. You may access the site, without a username or password, from any Law School computer. Search “leadership directories” on the library website, and you will be able to follow a link to the online directory.

Roll Call Jobs, 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, www.psjd.org/resource?ResourceID=59

Government employment resources by state.

LISTSERVES FOR CAMPAIGN AND CAPITOL HILL JOBS

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. groups.google.com/group/jobsthatareleft?hl=en

Emily’s List Job Bank, 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, 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

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

New York City (government jobs), www1.nyc.gov/jobs/index.page

SUBJECT-MATTER SPECIFIC

AFL-CIO Lawyers Coordinating Committee, unionlawyers.aflcio.org

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

Elaw, 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

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 search for Employer Profiles 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 Search for Job Postings 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 2014-2015 Federal Legal Employment Opportunities Guide, available here: <http://www.psjd.org/getResourceFile.cfm?ID=75>.
- **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 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, the, of, and the*. The glue words do perform a vital service. They hold the working words together to form a proper, grammatical sentence.¹ 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 result.~~

~~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?"² 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.³ 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 explains⁴ 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 it 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.⁵ 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.⁶ 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 plain 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.

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: Selected NYU LLMs In Public Interest Law

Name	LLM graduating year & country of first degree	Role / organization	Email address
Martin Brauch	2010, Brazil	International Institute for Sustainable Development, Brazil	martin.brauch@nyu.edu
Nicolas Burniat	2001, Belgium	Deputy Representative for UN Women Multi-Country Office for the Pacific Fiji	nicolasburniat@gmail.com nicolas.burniat@unwomen.org
Allen Clayton-Greene	2014, Australia	Human Rights in China New York	aclaytongreene@gmail.com
Niki De Mel	2014, Australia	Pro Bono and Special Initiatives Coordinator Pro Bono Net New York	ndemel@probono.net
Emmanuelle Debouverie	2014, Belgium	Attorney, Rankin & Sultan (criminal law defense) Boston, MA	e.debouverie@gmail.com
Ine Declerck	2009, Belgium	UN Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA), Political Affairs Officer, UN Volunteer (UNV)	declercki@un.org
Elizabeth Hassan	2012, Nigeria	Counsel, OPEC Fund for International Development Vienna, Austria	eth237@nyu.edu
Andrew Hudson	2006, Australia	Executive Director, Crisis Action New York	andrew.hudson@crisisaction.org
Alla Kazakina	2000, Russia	Supervising Attorney, Immigrant Protection Unit, NYLAG New York	akazakina@nylag.org
Shingira Masanzu	2013, South Africa	World Bank Washington DC	smasanzu@gmail.com ; smasanzu@worldbank.org
Winta Menghis	2007, Eritrea	International Association of Women Judges	wintemen@gmail.com
Roxanne Moore	2014, Australia	Indigenous Rights Campaigner Amnesty International Australia	rjm509@nyu.edu

Name	LLM graduating year & country of first degree	Role / organization	Email address
Habib Nassar	2005, Lebanon	PILnet (Acting co-Executive Director/Director for Programs, Training and MENA) New York	habib.nassar@gmail.com
Sukanya Pillay	1994, Canada	Executive Director and General Counsel Canadian Civil Liberties Association	pillay@ccla.org
Erika Sasson	2010, Canada	Director of Restorative Practices, Center for Court Innovation New York	sassone@courttinnovation.org
Madeleine Sinclair	2009, Canada	Program Manager and Legal Counsel, International Service for Human Rights New York	m.sinclair@ishr.ch
Nastasja Suhadolnik	2014, Slovenia	UN Office of Legal Affairs New York	nsuhadolnik@gmail.com
Sam Szoke-Burke	2014, Australia	Legal Researcher, Columbia Center on Sustainable Investment New York	sburke1@law.columbia.edu
Junko Tadaki	2007, Australia	Human Rights Officer, Special Procedures Branch, Office of the UN High Commissioner for Human Rights Geneva	jtadaki@ohchr.org
Dr. Kinga Tibori-Szabo, Esq.	2012, Romania	Legal Adviser for the Legal Representative of Victims, Special Tribunal for Lebanon (The Hague) Independent Legal Consultant - Public International Law, International Criminal Law	kts272@nyu.edu
Amos Toh	2012, Singapore	Brennan Center for Justice New York	TohA@mercury.law.nyu.edu
Christiaan Van Veen	2014, Netherlands	Senior Advisor, UN Special Rapporteur on Extreme Poverty and Human Rights (Philip Alston)	cvv221@nyu.edu
Ramona Vijayarasa	2007, Australia	Head of Women's Rights team, ActionAid	rvijayarasa@gmail.com

Name	LLM graduating year & country of first degree	Role / organization	Email address
		Nicaragua	
Sophie Walker	2007, UK	Director, Centre for Criminal Appeals London, UK	sophierwalker@gmail.com
Abby Zeith	2014, Australia	Legal Attachée, International Committee of the Red Cross (Moving into new position with the ICRC in Geneva in February) New York	abby.zeith@gmail.com
Cara Faith Zwibel	2008, Canada	Director, Fundamental Freedoms Program Canadian Civil Liberties Association	czwibel@ccla.org

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 foreign jurisdiction	Determination of educational equivalency	Admission in another U.S. jurisdiction	Legal education in English common law	Additional education at an ABA-approved law school	Practice of law in foreign jurisdiction	Determination of educational equivalency	Admission in another U.S. jurisdiction	Yes	No	Yes	No
	Alabama	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		X
Kansas		X												X		X
Kentucky	X				X	X								X		X
Louisiana	X			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
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 foreign jurisdiction	Determination of educational equivalency	Admission in another U.S. jurisdiction	Legal education in English common law	Additional education at an ABA-approved law school	Practice of law in foreign jurisdiction	Determination of educational equivalency	Admission in another U.S. jurisdiction	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		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	
Utah	X		X	X	X								X		X	
Vermont	X		X		X	X					X	X				X
Virginia		X											X		X	
Washington	X				X								X	X		
West Virginia	X		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?

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

(continued)

Supplemental Remarks (continued)

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

California Foreign law school graduates must request individual evaluation to determine legal education equivalency. Graduates from foreign law schools may qualify to take the California bar exam if they 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 been primarily engaged in the active practice of law for 3 of the previous 5 years in jurisdictions 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. These additional semester hours cannot be earned through correspondence or online study.

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 Foreign law school graduates may also apply for a waiver of requirement of graduation from an ABA-approved law school. Published waiver policy lists criteria considered by Board in determining whether waiver standard has been met.

Hawaii An attorney admitted to practice and in good standing before the highest court in a foreign country where English common law is the basis of that country's jurisprudence and where English is the language of instruction and practice in the courts of that jurisdiction shall be eligible for examination and admission if he or she presents satisfactory proof to have actively practiced law in that jurisdiction for 5 of the 6 years immediately prior to application.

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 or in another state, after being admitted by exam.

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 24 credit hours taken in specified subjects at an ABA-approved law school.

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

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

Texas An applicant with an initial law degree from a foreign law school not based on English common law must, in part, be authorized to practice law and have a qualifying LL.M. degree. An applicant with an initial law degree from a foreign law school based on English common law must, in part, either have a qualifying LL.M. degree or satisfy a 3-year practice requirement.

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

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

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

West Virginia Applicant may sit for examination or qualify for admission on motion 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.

Iowa Applicant must have been engaged in qualified, full-time practice of law under license of the U.S. jurisdiction for at least 5 of the last 7 years.

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.

(continued)

Supplemental Remarks (*continued*)

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

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

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

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?

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.

Georgia A lawyer educated at a law school outside of the United States may meet the educational requirements and be eligible to take the exam if the foreign-educated lawyer graduated from a foreign law school that meets the requirements of the Rules; is authorized to practice law in the foreign jurisdiction; and has been awarded, by an ABA-approved law school, an LL.M. that meets the Curricular Criteria for LL.M. Program for the Practice of Law in the United States adopted by the Board of Bar Examiners.

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.

Washington An LL.M. degree for the practice of law must meet certain requirements.

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 2015

See careers.un.org/YPP for more information; the list changes every year.

Algeria	Libya
Andorra	Liechtenstein
Angola	Luxembourg
Antigua and Barbuda	Malaysia
Bahrain	Mauritania
Barbados	Monaco
Belarus	Montenegro
Belize	Mozambique
Bhutan	Namibia
Bosnia and Herzegovina	Netherlands
Brazil	New Zealand
Brunei Darussalam	Norway
Burkina Faso	Pakistan
Cambodia	Palau
Central African Republic	Paraguay
Chad	Peru
Côte d'Ivoire	Poland
Czech Republic	Samoa
Dominica	San Marino
Gabon	Saudi Arabia
Gambia	Singapore
Georgia	Slovakia
Germany	Solomon Islands
Greece	Somalia
Guinea (Republic of)	Swaziland
Guinea-Bissau	Syrian Arab Republic
Indonesia	Thailand
Iraq	Togo
Jamaica	Turkey
Japan	Tuvalu
Kiribati	United Arab Emirates
Kuwait	United Republic of Tanzania
Kyrgyzstan	United States of America
Lao People's Democratic Republic	Vanuatu
Latvia	Vietnam
Lesotho	Zambia
Liberia	