Congratulations on your admission to NYU School of Law! We look forward to working with you in the months ahead!

Private Sector Employment

Transfer students interested in pursuing a private sector job search are encouraged to use the services of the Office of Career Services (OCS). All transfer students are eligible to participate in NYU School of Law’s Early Interview Week Program (EIW), which will take place on Wednesday, August 12, 2015 through Friday, August 14, 2015. EIW is the largest recruiting program for 2Ls seeking employment in the private sector for the summer 2016. Over 300 offices interview in this three day program and conduct 20 or 30 minute screening interviews with interested NYU School of Law students. A small number of public interest and government employers participate, including the Pension Benefit Guaranty Corporation and the Federal Reserve Board.

Once you have decided to attend NYU School of Law and have submitted your Intent to Enroll form to the Admissions Office, please immediately email OCS at law.careers@nyu.edu so that we can begin to integrate you into our recruitment process and email you the Transfer Student EIW Webinar, which will provide you with necessary information regarding EIW and the services provided by OCS.

The OCS and the Office of Student Affairs will conduct a Transfer Student Meet & Greet on Tuesday, August 4 from 5:30 – 6:30 p.m. Light refreshments will be provided. This is an opportunity to meet your fellow transfers and mentors before you embark on EIW and the beginning of your 2L year.

Following the Transfer Student Meet & Greet, OCS will conduct an Interview Skills Workshop designed to assist 2Ls in preparing for EIW on Tuesday, August 4 from 6:30 – 7:30 p.m. The workshop will help to provide you with basics on how to prepare for EIW and callback interviews.

You will also receive information about our Practice Interview Evening on Monday, August 10 from 6:00 – 8:00 p.m. The practice interview (followed by a critique) will be conducted by a practitioner from a major law firm in New York City.

In addition to the services we provide in preparation for EIW, OCS counselors are available to assist you throughout your job search and your career. We will distribute more information about working with OCS once you are enrolled.

Public Interest and Government Service Employment

NYU School of Law’s Public Interest Law Center (PILC) provides comprehensive services for students interested in both domestic and international public interest careers, including government service. These services include one-on-one counseling, a wide range of programming, social and community-building activities, library and internet resources, and guaranteed funding for 2Ls who secure public interest summer internships. PILC counselors are excited to meet you and learn about your interests and goals. We encourage you to make an individual counseling appointment so we can help identify the best strategies for you and tell you about available resources including...
funding, fellowships and interview programs. You can schedule a time by calling (212) 998-6686, emailing pilc.appointments@nyu.edu or stopping by the office on the 4th floor of Furman Hall.

Please mark your calendar for PILC’s first program of the school year: the PILC Launch Event, which will include a job search strategy session, will take place in early September. This workshop is MANDATORY for 2Ls who wish to receive PILC Summer Funding and will provide useful information for planning your 2L year and summer job search. PILC guarantees summer funding of $6500 for all 2Ls who fulfill program requirements and secure a public interest or government internship. Program requirements will be discussed in detail at the September Public Interest Job Search meeting.

There are also four key opportunities to interview with public interest employers. The first is during EIW (August 12-14, 2015) where students may interview with certain public interest employers. The second is Fall On-Campus Interviews (OCI), from September 16 to October 29, 2015, where students again may interview with various public interest employers (including government and public defender offices). The online module for requesting interviews during the first week of Fall OCI will open in September; stay tuned to your e-mail for further information regarding employer participation and deadlines for Fall OCI. The third is the Equal Justice Works (EJW) job fair, which is focused on students interested in public defender offices or in Washington DC. The EJW job fair takes place Friday, October 23 & Saturday, October 24, 2015 in Washington, DC; applicants must apply directly to those employers. For further information about the EJW job fair, please see www.equaljusticeworks.org. The fourth opportunity takes place at the Public Interest Legal Career Fair at NYU on February 4 and 5, 2016.

For those interested in the federal government, PILC is hosting a panel on the U.S. Department of Justice Honors Program and Summer Internships on Thursday, September 3 at 12:00 p.m. (location TBD). Please note that the deadline for the Department of Justice paid Summer Legal Internship Program is Tuesday, September 8, 2015. All questions regarding employment in public service should be directed to pilc.info@nyu.edu.

Judicial Clerkship Application Support

Judicial clerkships are highly regarded throughout the legal profession, whether you intend to pursue a career in corporate law, litigation, law teaching, government, or public interest. Former clerks, judges, and employers report that:

♦ Clerkships provide a unique opportunity to work closely with leaders in the profession to learn how to think about legal disputes from a judge’s perspective;

♦ Law clerks typically are engaged in an unusually interesting set of tasks and have extensive responsibility earlier in their careers than most entry-level positions;

♦ A number of government and public interest jobs require some prior legal experience. Clerkships can open doors that would be closed directly after law school;

♦ Law clerks develop long-term personal relationships with their judges and co-clerks, often joining a “family” of those who have clerked for the judge, which are both personally satisfying and professionally beneficial.

The Judicial Clerkship Office (“JCO”) will provide details about the clerkship application process this fall. A standard judicial clerkship application includes a cover letter, resume, three letters of recommendation, a transcript and a writing sample. If you are considering applying for a judicial clerkship, we recommend that you participate in the journal writing competition held in late August, serve as a Research Assistant to a professor during your 2L year,
and register for a seminar course in the fall of your 2L year so you can begin your substantial writing requirement paper. We encourage transfer students to have two letters of recommendation written by NYU School of Law faculty, so you should begin cultivating these relationships as soon as possible. Transfer students often obtain letters of recommendation from professors at their prior law schools so we also encourage you to maintain relationships with any faculty member at your prior law school whom you may ask to serve as a recommender.

Throughout the year, the JCO hosts a variety of panels featuring judges and former judicial clerks. The JCO also provides one-on-one clerkship counseling for students considering and engaged in the clerkship application process, as well as assistance with respect to the mechanics of the application process. Please check the Docket for further information regarding upcoming clerkship events and deadlines.

**Career Services Manager - powered by Symplicity (CSM) Registration**

Upon enrollment, all NYU School of Law students must complete a career-related Personal Profile on CSM, our web-based career communication system. CSM is utilized to run our EIW/OCI programs, to distribute job listings, provide information regarding career-related events, employer research resources, links to employer websites, and to serve as an on-line RSVP mechanism for all OCS functions. You are required to complete your Profile on CSM before participating in any OCS or PILC activities (including all counseling appointments and interview programs).

Upon receipt of your Intent to Enroll form, the law school will send you your CSM username and password. The CSM module for EIW 2015 will open on **Monday, August 3 at 12:00 p.m. (noon)** and will remain open until **Wednesday, August 5 at 11:59 p.m.** The deadline to request interviews for EIW 2015 and upload resumes on line on CSM is **Wednesday, August 5 at 11:59 p.m.** This is a firm deadline due to the close proximity of the transfer student lottery and the first day of EIW.

**Transcripts**

Almost all employers request law school transcripts; some employers may request undergraduate transcripts as well. Please submit your requests to your undergraduate school **now** for student copies of these documents so you can reproduce them for interview purposes. Neither the NYU School of Law Office of Admissions nor the Office of Records and Registration will be able to provide you with access to your official records.

**Journal Competition**

All transfer students are eligible to participate in NYU School of Law’s Journal Competition. The competition will run from August 14-21. You will receive additional information about the Journal Competition during your Transfer Student Orientation.
### IMPORTANT DATES

**ASAP:** Notify OCS (law.careers@nyu.edu) of your interest in participating in EIW.

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<tr>
<th>Date</th>
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<tr>
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<td>Wednesday, August 12</td>
<td>Early Interview Week, 9:00 a.m. - 5:40 p.m.</td>
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Should you have any questions regarding the programs and services of the NYU School of Law Office of Career Services, the Public Interest Law Center, or the Judicial Clerkship Office please feel free to contact us at law.careers@nyu.edu or pilc.info@nyu.edu.

Very truly yours,

Emily Weinig  
Assistant Director for Career Services

Miriam Inger  
Associate Director for Public Service

Michelle Cherande  
Director of Judicial Clerkships

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