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# JOB SEARCH GUIDE *for* International LL.M. Students



**CAREER DEVELOPMENT OFFICE**

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## Employment Opportunities for LL.M. Students

### A. Law Firms

U.S. employment opportunities available to international LL.M. students, whether temporary or permanent, are extremely competitive. Furthermore, recent economic hardships have heightened the challenge for foreign-trained LL.M. students looking for internships or permanent work in the U.S.

Geographically, these law firms are heavily represented in New York with a few exceptions in California and the District of Columbia. Typically, these law firms hope to capitalize on LL.M. student's language skills, work experience, and professional network developed in a country or region of interest to them.

Positions offered to international LL.M. students by law firms fall into two categories, (1) temporary internship positions and (2) "regular" associate positions (also known as "permanent" positions). For various reasons including visa restrictions imposed by US immigration law, the former is more typical for international LL.M. students.

Regardless of the position type, qualities law firms typically seek in foreign-trained LL.M. students include strong English proficiency (both written and spoken), prior work experience relevant to the type of work sought, and proven academic and employment record.

#### A.1. Temporary Internship Positions

These temporary positions usually last three to twelve months but are often easier to secure than "permanent" associate positions. A few large firms have internship programs specifically designed for foreign-trained LL.Ms (often called "International Associate Program") and special arrangements are often made with their partnering law firms abroad to offer positions to certain LL.M students sponsored by those foreign firms. Law firms sometimes offer temporary internship positions in their U.S. offices with the understanding that upon internship completion the foreign-trained attorney would be working at one of the firm's foreign offices. Even for temporary internship positions, international students must establish their visa status to legally work in the U.S. under the US immigration law. For F-1 visa holders, Optional Practical Training (OPT) serves that purpose.

Here are some firms which have these programs:

- Alston & Bird LLP – <http://www.alston.com/careers/foreigninternships/>
- Baker & McKenzie LLP - <http://www.bakermckenzie.com/careers/RegionSubPage1.aspx?entry=714&region=223>
- Curtis, Mallet-Prevost, Colt & Mosle LLP - <http://www.curtis.com/sitecontent.cfm?pageid=45>
- Cleary Gottlieb Steen & Hamilton LLP - <http://www.cgsh.com/careers/ny/hiring/limrecruiting/>
- Sullivan & Cromwell LLP - <http://www.sullcrom.com/careers/opp/lawyers/>
- Shearman & Sterling LLP - <http://www.shearman.com/IAP/>

## A.2 Associate Positions

These are usually entry-level associate positions with law firms, also known as “permanent” positions. In effect, for these positions, you will be competing against other qualified US-trained JDs and for various reasons including visa issues, firms normally do not hire a foreign-trained LL.M. for permanent positions. Also, additional challenges in securing an associate position come from the fact that most large and mid-sized firms hire associates from offers made to their prior summer associates, as a result of which the openings for these positions are limited.

## **B. Other Opportunities**

### B.1 In-House: Attorneys Positions with Companies with International Business

There are two types of business establishments in the U.S. that may be interested in hiring international LL.M. students: (1) American companies with strong business interests in your country of origin, and (2) companies from your country of origin with offices in the U.S. If hired, you will be joining their legal department as an in-house attorney. Regardless of the business type, students should be aware that in-house attorney positions normally require a few years of prior legal work experience, preferably with a large law firm.

For more information on in-house counsel positions, please consult the Association of Corporate Counsel website available at [www.acc.com](http://www.acc.com). Keep in mind, however, that the job listings posted on the website normally target U.S.-trained attorneys. Check specific organization websites for job listings; you may also want to contact a legal recruiter for this type of job search. Legal recruiters are professionals that typically work with a law firm or company for a fee to find qualified job candidates. You may go directly to the companies and see if they have any job openings Fortune 500

### B.2 U.S. Government Jobs

U.S. citizenship is required for most U.S. government jobs including those with the U.S. Attorney’s Offices. Other government agencies may allow certain non-US citizens to be employed on a case-by case basis, subject to meeting other qualifications. (For information on citizenship requirements, consult the U.S. of Personnel Management website available at <http://www.opm.gov/Qualifications/Policy/ApplicationOfStds-09.asp>) Government agencies often prefer to hire attorneys with experience. Keep in mind that the information on the webpage was prepared primarily for J.D. Also, you can visit <http://www.usajobs.opm.gov/> Official Job Site of the United States Federal Government - U.S. Office of Personnel Management.

### B.3 Nonprofit Organizations & Academia

Positions at public interest organizations are extremely competitive. In addition, they may be reluctant to expend their already limited resources to deal with immigration law issues. Factors that could work in an LL.M. graduate’s favor are, however, relevant prior work experience and/or research experience that demonstrates his/her expertise in the field as well as professional networks. You may also find the following online resources helpful:

- PSLawNet ([www.pslawnet.org](http://www.pslawnet.org)), which provides information on public service legal careers and international resources.
- The American Society of International Law ([www.asil.org](http://www.asil.org)) - click on “Resources” tab and then on “Career Development.” You will find “International Law Careers Link” <http://www.asil.org/internships-fellowships.cfm> Also, you can check this link <http://www.asil.org/job-internship-opportunities.cfm>. Through the website, you may also sign up for the Career Post (<http://www.asil.org/career-post-overview.cfm>), a free online international career guide, which also provides information on internships and fellowships in international law.

Law teaching opportunities in the U.S. are extremely limited. However, publications placed in American law journals can help significantly; for this, you are highly encouraged to develop a close working relationship with a faculty member(s) at University of Miami School of Law with whom you could collaborate to write scholarly articles, and who can be a reference for you.

### **C. Opportunities outside the US: International Organizations**

Finally, your international perspective, language skills, and unique legal background may qualify you for careers with international organizations such as the United Nations ([www.un.org/law](http://www.un.org/law)) and the World Bank ([www.worldbank.org](http://www.worldbank.org)). Qualifications for these jobs vary; as such, you should check with specific organization websites for job listings. There are many websites where you can apply to International Fellowships or “international public interest organizations on PSLawNet ([www.pslawnet.org](http://www.pslawnet.org)).

For further information on international and intergovernmental organizations and NGOs, you may find the following websites useful:

- [www.un.org/law](http://www.un.org/law) - International Law - United Nations
- Intergovernmental Organizations Information & Websites: [www.columbia.edu/cu/lweb/indiv/usgd/igo.html](http://www.columbia.edu/cu/lweb/indiv/usgd/igo.html)
- Union of International Associations Index of International Organization Web Site (by subject, name, and region): [www.uia.org/website.htm](http://www.uia.org/website.htm)
- <http://cils.net/> - Center for International Legal Studies
- NGO Link (by Subject & Alphabetic listing): [www.ngo.org/links/](http://www.ngo.org/links/)

## Tips for a Successful Job Hunt

1. Highlight your degree program, and be prepared to explain the advantages of obtaining an LL.M degree.
2. Utilize your cover letters, resume and interviews to market your course work and the relevancy of your concentration to the needs of the employer.
3. Update and target your resume to make it an effective marketing tool for you.
4. Develop, expand and initiate personal contacts. The more people with whom you come in contact, the better the chance of discovering opportunities. Remember that 80% of available jobs are never advertised, and more than half of all employees land their jobs through networking. (Source US Bureau of Labor Statistics).
5. Access the CDO homepage (<http://www.law.miami.edu/cdo>) and UM Symplicity (<https://law-miami-csm.symplicity.com/students/index.php?cck=1&au=&ck=>) to check job postings. Make sure to remember your user and password. If you have any problems, you can contact the CDO office.
6. If you are looking for employment outside of Miami, you can request to obtain RECIPROCITY. This allows law schools to provide reasonable access to their career resources for law students and graduates from other law schools that agree to provide similar services. Please note: most law schools have a time during which no reciprocity requests are granted. This usually occurs from August 1<sup>st</sup> to December 15<sup>th</sup> when law schools are preparing for and conducting their on-campus recruitment programs.
7. Don't forget to contact your professors as they are outstanding sources of information, especially for LL.M. students.
8. Place follow-up telephone calls to all employers to whom you have sent application materials in the past.
9. If you plan to search for a job outside the Miami area, consider scheduling a trip to that city. You will demonstrate a commitment to that geographic location.
10. Make the job search part of your law school routine. The job search is as unique as each LL.M. student. You have a different set of experiences, education, skills and background.
11. Be creative! If you only look at job listings, you are limiting your job search and overlooking the untapped, silent job market.

## IMPORTANT WEB SITES TO REVIEW

- United States Citizenship and Immigration Services <http://www.uscis.gov>
- Association of Corporate Counsel – <http://www.acc.com/>
- Monster.com- Web's leading job hunting site.
- Indeed.com – Web job hunting site.
- <http://www.monster.com/geo/siteselection.aspx> - Useful information on job hunting in the US as well as several other countries.
- The Chronicle of Higher Education ( <http://chronicle.com/section/Jobs/61/>) -Leading publication for people seeking jobs in American's universities
- iHispano.com (<http://www.ihispano.com/careers/searchjob/quick>)- Hispanic and Diversity Jobs
- Jobs.net- the leading provider of cost-effective online recruitment solutions for employers worldwide
- Latin America's Professional Network (<http://www.latpro.com/>) - Jobs, news, networking and resources for the Spanish and Portuguese professionals
- Management Recruiters International (<http://www.mrnetwork.com/careers/>)
- Net-Temps (<http://www.net-temps.com/>)
- Technical Horizons- An engineering technical services recruitment firm that welcomes applicants from foreign nationals.
- Yahoo Hotjobs (<http://hotjobs.yahoo.com/>)
- Association of International Educators - <http://www.nafsa.org/>
- Overseas jobs <http://www.overseasjobs.com>
- Martindale Hubbell (<http://www.martindale.com/>)
- NALP Directory of Legal Employers <http://www.nalpdirectory.com/> - brings together both law schools and legal employees to share information, research and professional development opportunities.
- Association of Corporate Counsel (<http://acc.com>)

## **Job Searching in Different States:**

### **1. CALIFORNIA**

**First**, you should join a bar association in California to obtain access to community information and events. You will find a wealth of information and networking opportunities. Some bar associations hold professional development programming and social events, offer mentoring programs, and provide job search assistance. Join! It is a great way to get involved and meet attorneys in the local legal community.

#### **Selected Bar Associations:**

California Bar Association	<a href="http://www.calbar.ca.gov">www.calbar.ca.gov</a>
Los Angeles County Bar Association	<a href="http://www.lacba.org">www.lacba.org</a>
Women Lawyers Assoc. of Los Angeles	<a href="http://www.wlala.org">www.wlala.org</a>
Mexican American Bar Association	<a href="http://www.mabalawyers.org">www.mabalawyers.org</a>

**Second**, between December and July, we can get you **Reciprocity** with a participating law school in California to visit their career services office and look at their job postings. To find out the reciprocity policy of a particular law school, visit: [www.nalp.org](http://www.nalp.org) (click on “Resource Center” and “Toolkit for Career Services”). Reciprocity is usually available for only 3 months. If you are planning to study for the bar in California, let the CDO know and we can initiate a reciprocity request for you.

**Third**, visit the **Intercollegiate Job Bank**, an online database maintained by Brigham Young University Law School. The Intercollegiate Job Bank contains job postings from a large number of law schools throughout the country, including ten law schools in California. The site is updated monthly. To access the site, visit the CDO website at: [www.law.miami/cdo](http://www.law.miami/cdo) (click on “Current Students” and “Online Job Posting Database”). The site is password protected. Please contact the CDO for the username and password.

**Fourth**, job postings are listed on various websites including city, county, and state official web pages.

#### **Selected Websites:**

[www.ca.gov](http://www.ca.gov)  
[www.lacity.org](http://www.lacity.org)  
[www.losangeles.4jobs.com](http://www.losangeles.4jobs.com)  
[www.federaljobsearch.com/California](http://www.federaljobsearch.com/California)

**Fifth**, local newspapers contain job ads and can give you a feel for the current business environment.

#### **Selected Newspapers:**

Los Angeles Times	<a href="http://www.latimes.com">www.latimes.com</a>
LA Weekly	<a href="http://www.laweekly.com">www.laweekly.com</a>
Los Angeles Daily News	<a href="http://www.dailynews.com">www.dailynews.com</a>
Daily Variety	<a href="http://www.variety.com">www.variety.com</a>
Los Angeles Daily Journal	<a href="http://www.dailyjournal.com">www.dailyjournal.com</a>

## **2. ILLINOIS**

**First**, you should join a bar association in Illinois to obtain access to community information and events. You will find a wealth of information and networking opportunities. Some bar associations hold professional development programming and social events, offer mentoring programs, and provide job search assistance. Join! It is a great way to get involved and meet attorneys in the local legal community.

### **Selected Bar Associations:**

Illinois State Bar Association	<a href="http://www.isba.org">www.isba.org</a> Chicago
Bar Association	<a href="http://www.chicagobar.org">www.chicagobar.org</a>
Cook County Bar Association	<a href="http://www.cookcountybar.org">www.cookcountybar.org</a>
Illinois Prosecutors Bar Assoc.	<a href="http://www.ipba.net">www.ipba.net</a>

**Second**, between December and July, we can get you **Reciprocity** with a participating law school in the Chicago metro area to visit their career services office and look at their job postings. To find out the reciprocity policy of a particular law school, visit: [www.nalp.org](http://www.nalp.org) (click on “Resource Center” and “Toolkit for Career Services”). Reciprocity is usually available for only 3 months. If you are planning to study for the bar in Illinois, let the CDO know and we can initiate a reciprocity request for you.

**Third**, visit the **Intercollegiate Job Bank**, an online database maintained by Brigham Young University Law School. The Intercollegiate Job Bank contains job postings from a large number of law schools throughout the country, including four law schools in Illinois. The site is updated monthly. To access the site, visit the CDO website at: [www.law.miami/cdo](http://www.law.miami/cdo) (click on “Current Students” and “Online Job Posting Database”). The site is password protected. Please contact the CDO for the username and password.

**Fourth**, job postings are listed on various websites including city, county, and state official web pages.

### **Selected Websites:**

[www.chicagojobs.com](http://www.chicagojobs.com)  
[www.cookcountygov.com](http://www.cookcountygov.com)  
[www.jobsinchicago.com](http://www.jobsinchicago.com)  
[www.cityofchicago.org/law](http://www.cityofchicago.org/law)

**Fifth**, local newspapers contain job ads and can give you a feel for the current business environment.

### **Selected Newspapers:**

Chicago Tribune	<a href="http://www.chicagotribune.com">www.chicagotribune.com</a>
Chicago Law Bulletin	<a href="http://www.lawbulletin.com">www.lawbulletin.com</a>
Crain’s Chicago Business	<a href="http://www.chicagobusiness.com">www.chicagobusiness.com</a>
Chicago Sun Times	<a href="http://www.suntimes.com">www.suntimes.com</a>

### **3. NEW YORK**

**First**, you should join a bar association in New York to obtain access to community information and events. You will find a wealth of information and networking opportunities. Some bar associations hold professional development programming and social events, offer mentoring programs, and provide job search assistance. Join! It is a great way to get involved and meet attorneys in the local legal community.

#### **Selected Bar Associations:**

New York State Bar Association	<a href="http://www.nysba.org">www.nysba.org</a>
New York City Bar Association	<a href="http://www.nycbar.org">www.nycbar.org</a>
New York State Trial Lawyers Assoc.	<a href="http://www.nystla.org">www.nystla.org</a>
Women's Bar Assoc. of New York	<a href="http://www.wbasny.org">www.wbasny.org</a>

**Second**, between December and July, we can get you **Reciprocity** with a participating law school in New York to visit their career services office and look at their job postings. To find out the reciprocity policy of a particular law school, visit: [www.nalp.org](http://www.nalp.org) (click on "Resource Center" and "Toolkit for Career Services"). Reciprocity is usually available for only 3 months. If you are planning to study for the bar in New York, let the CDO know and we can initiate a reciprocity request for you.

#### **Reciprocity Schools:**

##### **Albany Law School of Union University**

Contact: Joanne Casey, Director - Career Center 518-472-5875; fax 518-472-5846  
[jcase@albanylaw.edu](mailto:jcase@albanylaw.edu)

##### **Brooklyn Law School**

##### **Benjamin N. Cardozo School of Law Yeshiva University**

Contact: Pamela Lewis 212-790-0358; fax 212-790-0232  
[plewis@yu.edu](mailto:plewis@yu.edu)

Link to reciprocity policy: [www.cardozo.yu.edu/career\\_serv/noncslllocal.asp](http://www.cardozo.yu.edu/career_serv/noncslllocal.asp)

##### **Columbia University School of Law**

Link to reciprocity policy: [http://www.law.columbia.edu/careers/career\\_services](http://www.law.columbia.edu/careers/career_services)

##### **Cornell Law School**

Contact: John R. DeRosa, Assistant Dean Fax: (607) 255-9844  
[john-derosa@lawschool.cornell.edu](mailto:john-derosa@lawschool.cornell.edu)

Link to reciprocity policy:

[http://www.lawschool.cornell.edu/careers/students/about\\_services/reciprocity.cfm](http://www.lawschool.cornell.edu/careers/students/about_services/reciprocity.cfm)

##### **CUNY**

##### **Fordham University School of Law**

Contact: The Resource Librarian 212-636-6926; fax 212-636-7239  
[careers@law.fordham.edu](mailto:careers@law.fordham.edu)

Link to reciprocity policy: <http://law.fordham.edu/careerplanning.htm>

##### **Hofstra University School of Law**

Contact: Diane Schwartzberg, Director (516) 463-5871; fax (516) 463-7351  
[lawdzu@hofstra.edu](mailto:lawdzu@hofstra.edu)

Link to reciprocity policy: [www.hofstra.edu/law](http://www.hofstra.edu/law)

#### **NY Law School**

#### **New York University School of Law**

Contact: Tiffany Danao, Reciprocity Coordinator 212-998-6090; fax: 212-995-4076  
[law.careers@nyu.edu](mailto:law.careers@nyu.edu)

Link to reciprocity policy:

[http://www.law.nyu.edu/depts/careerservices/alumni/documents/ReciprocityPolicy2005\\_000.pdf](http://www.law.nyu.edu/depts/careerservices/alumni/documents/ReciprocityPolicy2005_000.pdf)

#### **Pace University School of Law**

#### **St. John's University School of Law**

#### **State University of Buffalo**

#### **Syracuse University College of Law**

Contact: Ann E. Maroney, Career Services Coord. (315) 443-1941; fax (315) 443-3086  
[aemarone@law.syr.edu](mailto:aemarone@law.syr.edu)

Link to Reciprocity Policy:

[http://www.law.syr.edu/careerdevelopment/reciprocity\\_guidelines.asp](http://www.law.syr.edu/careerdevelopment/reciprocity_guidelines.asp)

#### **Touro College Jacob D. Fuchsberg Law Center**

**Third**, visit the **Intercollegiate Job Bank**, an online database maintained by Brigham Young University Law School. The Intercollegiate Job Bank contains job postings from a large number of law schools throughout the country, including four law schools in New York. The site is updated monthly. To access the site, visit the CDO website at: [www.law.miami/cdo](http://www.law.miami/cdo) (click on “Current Students” and “Online Job Posting Database”). The site is password protected. Please contact the CDO for the username and password.

**Fourth**, job postings are listed on various websites including city, county, and state official web pages.

#### **Selected Websites:**

[www.jobmarket.nytimes.com/pages/jobs](http://www.jobmarket.nytimes.com/pages/jobs)  
[www.newyorkjobs.com](http://www.newyorkjobs.com)  
[www.nycareers.com](http://www.nycareers.com)  
[www.nyc.gov](http://www.nyc.gov)

**Fifth**, local newspapers contain job ads and can give you a feel for the current business environment.

#### **Selected Newspapers:**

New York Lawyer	<a href="http://www.nylawyer.com">www.nylawyer.com</a>
The New York Times	<a href="http://www.nytimes.com">www.nytimes.com</a>
The Village Voice	<a href="http://www.villagevoice.com">www.villagevoice.com</a>
New York Daily News	<a href="http://www.nydailynews.com">www.nydailynews.com</a>

#### **4. TEXAS**

**First**, you should join a bar association in Texas to obtain access to community information and events. You will find a wealth of information and networking opportunities. Some bar associations hold professional development programming and social events, offer mentoring programs, and provide job search assistance. Join! It is a great way to get involved and meet attorneys in the local legal community.

##### **Selected Bar Associations:**

State Bar of Texas	<a href="http://www.texasbar.com">www.texasbar.com</a> Dallas
Bar Association	<a href="http://www.dallasbar.com">www.dallasbar.com</a> Texas Trial Lawyers
Association	<a href="http://www.ttla.com">www.ttla.com</a>
Dallas Hispanic Bar Association	<a href="http://www.dallashispanicbar.com">www.dallashispanicbar.com</a>

**Second**, between December and July, we can get you **Reciprocity** with a participating law school in Texas to visit their career services office and look at their job postings. To find out the reciprocity policy of a particular law school, visit: [www.nalp.org](http://www.nalp.org) (click on “Resource Center” and “Toolkit for Career Services”). Reciprocity is usually available for only 3 months. If you are planning to study for the bar in Texas, let the CDO know and we can initiate a reciprocity request for you.

**Third**, visit the **Intercollegiate Job Bank**, an online database maintained by Brigham Young University Law School. The Intercollegiate Job Bank contains job postings from a large number of law schools throughout the country, including eight law schools in Texas. The site is updated monthly. To access the site, visit the CDO website at: [www.law.miami/cdo](http://www.law.miami/cdo) (click on “Current Students” and “Online Job Posting Database”). The site is password protected. Please contact the CDO for the username and password.

**Fourth**, job postings are listed on websites including city, county and state official web pages.

##### **Selected Websites:**

[www.jobsindallas.com](http://www.jobsindallas.com)  
[www.oag.state.tx.us](http://www.oag.state.tx.us) [www.dallas.4jobs.com](http://www.dallas.4jobs.com)  
[www.texasonline.com](http://www.texasonline.com)  
[www.dallascounty.org](http://www.dallascounty.org)  
[www.hellodallas.com/jobs](http://www.hellodallas.com/jobs)

**Fifth**, newspapers contain job ads and can give you a feel for the current business environment.

##### **Selected Newspapers:**

The Dallas Morning News	<a href="http://www.dallasnews.com">www.dallasnews.com</a> Dallas Globe <a href="http://www.dallasglobe.com">www.dallasglobe.com</a> Dallas Observer <a href="http://www.dallasobserver.com">www.dallasobserver.com</a>
Dallas Business Journal	<a href="http://www.bizjournals.com/dallas">www.bizjournals.com/dallas</a>
Texas Lawyer	<a href="http://www.texaslawyer.com">www.texaslawyer.com</a>