

LL.M. Resumes & Cover Letters

September 19, 2008
University of California, Berkeley,
School of Law
Career Development Office



Qualities employers seek in LL.M. candidates

- Strong ties to the country in which the employer has business interests
- Relevant work experience
- Good command of English
- Excellent educational background

General Guidelines on Resume Writing

- Scrupulously honest
- Concise yet informative/descriptive
- Error-free - resume & cover letters serve as writing samples

US-style resume - a marketing tool

- Usually one-page document
- Not a list of everything you have ever done - it conveys your relevant skills
- Different versions for different target audiences
- Clear & easy to understand - translate information into English; include explanatory notes (e.g., “JD equivalent,” “awarded to top 3% of applicants”)

Do Not Include:

- Title of the Document (e.g., “Curriculum Vitae” or “Resume”)
- Statement of Purpose/Objectives
- Personal Profile – age, birth date, marital status, photos, etc.
- Computer Skills
- References – separate page, same header as resume (contact information only)

US Resume

- Basic Elements (list in this order):
 - Header (Name and Contact Information)
 - Education, Honors & Activities
 - Professional Experience/Employment
- Optional:
 - Publications/Speaking Engagements
 - Professional Memberships including bar admission
 - Languages (indicate your level of proficiency)
 - Interests

Basic Elements of US Resume: Header

- Name (in bold or larger font)
- Address (include permanent address if relevant to your search)
- Phone number (professional greeting)
- Email address
(Berkeley email recommended)

Minji Kim

123 Townsend Street, #100
Oakland, CA 94618
510-643-8196; mjkim@law.berkeley.edu

Or

Minji Kim

123 Townsend Street, #100, Oakland, CA 94618
510-643-8196; mjkim@law.berkeley.edu

Basic Elements of US Resume: Education

EDUCATION

- Reverse chronological order starting with Berkeley

University of California, Berkeley, School of Law (Boalt Hall)

LL.M. Candidate, May 2009

Activities: [e.g., include journal activities]

Courses include [], [], and [].

Name of University or Law School, City, Country

LL.B., Month Year

Honors: First class honors (equivalent to *magna cum laude*),
Scholarship, [scholarship name], 2001 (awarded to top 3%
of applicants)

Activities: Member of the 2001 Philip C. Jessup International Law
Moot Court Competition

Basic Elements of US Resume: Experience/Employment

- Reverse Chronological
- Be concise and sufficiently specific in all descriptions – this is a writing sample.
- Descriptions begin with an action verb
- Emphasize work that involved research, writing, analysis, multi-tasking, client-interaction, supervising others.
- Paid, volunteer, part-time, full-time can all fall under this heading (or under separate headings)

EXPERIENCE

Name of Law Firm, City, Country

March 2004 – February 2007

Associate Attorney

- Drafted, negotiated, and reviewed various types of contracts effectuating cross-border transactions (e.g., share purchase agreements, joint venture agreements, product distribution agreements, asset transfer agreements, etc.)
- Led a team of attorneys in producing due diligence reports and effectuated cross-border mergers (U.S.-Country A) including filing merger reports on behalf of various US-based companies

Name of Law School, City, Country

March 2003 – February 2004

Lecturer

- Developed course materials and presented lectures on M&A and corporate takeovers for two semesters

Sample Action Verbs

- Administered
- Advised
- Analyzed
- Conducted
- Coordinated
- Counseled
- Developed
- Drafted
- Edited
- Established
- Investigated
- Managed
- Negotiated
- Performed
- Presented
- Represented
- Researched
- Reviewed
- Revised
- Wrote

* For more samples, go to <http://www.law.berkeley.edu/435.htm>; enter username (“cdo”), password (“cdoaccess”); click on Resume Guide and look for “Action Words.”

Basic Elements of US Resume: Experience/Employment

EXPERIENCE

Name of Law Firm, City, Country

March 2004 – February 2007

Associate Attorney

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Name of Law School, City, Country

March 2003 – February 2004

Lecturer

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Work Description: Formatting Options

- Use semi-colons to describe different tasks:

Researched legal issues on jurisdiction; drafted legal memoranda; represented clients before court

- Use periods:

Researched legal issues on jurisdiction. Drafted legal memoranda. Represented clients before court.

or

- Start each phrase on a separate line of text (with or without bullet)

**Researched legal issues on jurisdiction
Drafted legal memoranda
Represented clients before court**

Optional Sections

- Publications/Speaking Engagements
- Bar Admissions
 - Sample Bar Admissions: Korean Bar, South Korea, February 2004
 - if planning to sit for a bar exam in the U.S., you may include the information (e.g., “Planning to sit for the New York Bar in July 2009”)
- Professional Affiliations/Certifications
- Language Skills – list language and your level of competency (e.g., Italian (native), French (conversant))
- Interests – may start a conversation during an interview, but if space is limited, omit

Other Logistics

- Use high quality resume paper
- Envelopes should be printed or labeled, if sent via mail
- To send via email, convert word document to PDF file

JANE DOE

123 Townsend Street Apt. 2B, Oakland, CA 94618
510-643-8196; janedoe@law.berkeley.edu

EDUCATION

University of California, Berkeley School of Law (Boalt Hall)

Master of Laws (LL.M.) Candidate, May 2010

University of International Business and Economics, School of Law, Helsinki, Finland

Master of Laws, 2000

Honors: Annual Best Student of the University, 1999-2000

Activities: Ninth Annual International Commercial Moot Arbitration (Team 36th among the 108 participating law schools; personal ranking above 80th percentile).

University of International Business and Economics, School of Law, Beijing, China

Bachelor of Laws, 1998

Honors: First-class honored student of the University (1994-1999); valedictorian of the class.

Activities: Class President, 1994-1998.

EXPERIENCE

Attorneys-at-Law Harri Kontturi Ltd., Helsinki, Finland

2005-2009

Consulting lawyer

Negotiated and drafted both domestic and international intellectual property rights contracts and cross-border business contracts (M&As and outsourcing agreements).

Analyzed antitrust issues.

University of Joensuu, Department of Law, Joensuu, Finland

2004-2007

Senior Research Assistant in International Commercial Law

Lectured in Business Law, IP and Consumer Law. Taught applicable Contract Law and E-Commerce.

Law Office Legitum Ltd., Helsinki, Finland

2001-2004

Lawyer

Drafted and negotiated IP contracts. Analyzed contractual risks and developed contract management.

Central Union for Farmers and Forest Owners, Helsinki, Finland

2001

Legal Trainee

Aided union members in their cases.

Parliament of Finland, Helsinki, Finland

2000-2001

Aid for MP

Researched legal issues and statutory initiatives. Wrote legislative initiatives. Aided constituents in resolving legal problems.

BAR ADMISSIONS

Admitted to courts of Finland (1997); Planning to sit for the New York State Bar Exam in July 2009

LANGUAGES

Finnish (native), Swedish (fluent), French (conversant)

Cover Letters

- Again think from employer's perspective – qualities they seek in LL.M. candidates
- It is a marketing device
- It serves as a writing sample
- It should be to the point, concise
- It serves three specific functions:
 - (1) introduces you and explains why you are interested in the employer
 - (2) discusses your qualifications, and
 - (3) requests an interview; its function is not to provide exhaustive information

General Guidelines

- Do not simply repeat your resume
- Address to a specific person – do NOT write “To Whom It May Concern”
- Personalize it to particular employers
- Use short, direct sentences

Each Paragraph Serves a Purpose

- 1st – Introduction:

“I am currently attending LL.M. program at the University of California, Berkeley, School of Law and am very interested in the possibility of an internship position at [name of the employer]. Both your excellent intellectual property practice and your extensive representation of corporations and financial institutions from German-speaking countries are particularly appealing to me.”
- 2nd (& 3rd)– Body of the Letter: Highlight and market your experience/qualifications to the employer without repeating your resume (use short, direct sentences!)

“Before enrolling in the LL.M. program, I worked for [name of the employer] where I provided foreign investment advice to many American and international clients and developed strong writing and communication skills.”
- Last – Closing:

“I would welcome the opportunity to speak with you further about my qualifications and can be reached at [phone number] or at [email address]. Thank you for your time and consideration.”

“I would welcome the opportunity to interview with your firm. I plan to be in New York from [date] through [date]. I would welcome the opportunity to speak with you when I am in town. Thank you for your consideration. I look forward to hearing from you soon.”

Your Street Address
City, State Zip Code
(Area Code) Phone #
Email address

Month Day, Year

First Name Last Name, Esq.
Law Firm Name
Street Address
City, State Zip

Dear Mr./Ms. Last Name:

[Tell the employer who you are and why you are sending her a resume] (e.g., “I am an LL.M. student at the University of California, Berkeley, School of Law (Boalt Hall) and am interested in the possibility of a short-term internship with your law firm in New York City following my graduation in May 2009. Your extensive representation of corporations and financial institutions from Korea are particularly appealing to me.”)

[Market yourself here. What qualities do you have that will make you an asset? Highlight your skills and experiences.] (e.g., “Before enrolling in the LL.M. program, I worked for [name of the employer] where I provided foreign investment advice to many American and international clients and developed strong writing and communication skills.... I am eager to put my skills and training to use on behalf of your clients.”)

[Optional: You may add third paragraph to further explain your qualifications.]

[Thank the employer and request an interview.] (e.g., “I would welcome the opportunity to interview with your firm. I plan to be in New York from December 16 through January 5. I would welcome the opportunity to speak with you when I am in town. Thank you for your consideration and I look forward to hearing from you soon.”)

Sincerely yours,

Minji Kim
Minji Kim

CDO Announcement

- NYU ISIP- You will receive more information about the New York University International Student Interview Program from CDO in late September via email. Materials for that program are due in late October.

Q&A Session

- Any questions?