

Resources for LL.M. Students

The Career Development Office (CDO) provides a variety of career services for you as an LL.M. student to assist you with your career-related goals. Please take advantage of the CDO's services and resources.

Career Development Office, Suite 120
Fall and Spring Office Hours

Monday -Thursday: 8:45 a.m. - 6:00 p.m.
Friday: 8:45 a.m. - 4:45 p.m.

Career Counseling

Individual career counseling appointments are available to you as an LL.M. student. The CDO can help you assess your strengths and skills and explore your interests both inside and outside the legal arena. A CDO career counselor can help you clarify your career objectives, narrow your field of choices, and develop effective job search strategies.

The CDO staff provides assistance with resumes/CVs, cover letters, interviewing skills, negotiating salaries, and assessing job offers. We suggest that you meet with a career counselor to learn more about the office and the services available. To schedule an appointment with a counselor, please call (617) 573-8148 or visit the CDO, which is located in Sargent Hall, suite 120.

Resources

The CDO publishes a weekly newsletter, *Spotlight*, which contains important announcements regarding programs, employment opportunities, scholarships, and judicial clerkships. It can be found in the CDO or online at www.law.suffolk.edu/offices/career. In addition, the CDO has a Resource Library that contains numerous career-related publications addressing employment opportunities and specific employers, fields of law, and current trends in the legal marketplace. It is open during regular office hours. The resources available to you include the following:

- Domestic and International Job Listings
- Legal Directories
- Judicial Directories
- Federal and State Government Directories
- State Bar Information
- International Careers Information
- Fellowship Information
- Employer Literature
- Trade Journals
- Legal Newspapers
- Alumni Directories
- Annual Salary Surveys
- Legal Career Publications
- Job Search Guides
- Career-Related Handouts and Materials

Several computers are available to students and graduates in the CDO Resource Library. Each computer has access to LexisNexis, Westlaw, and the Internet. Additionally, Microsoft Word and WordPerfect are available for use to prepare resumes and cover letters.

Workshops and Career-Related Programming

The CDO offers workshops and career-related programming throughout the academic year. You are welcome to attend any programs of interest. Career program information, including dates and times, is located on the CDO website, in *Spotlight*, and included in the Dean's Weekly e-newsletter to students. It can also be found in the CDO's program schedule that is updated each semester. Below is a list of a few of the career-related programs the CDO provides:

- **Resumes/CVs** - Learn how to write a resume/CV that makes you marketable to an employer.
- **Cover Letters** - Learn how to write cover letters that increase your opportunities to be a candidate for interviews.
- **Interviewing** - Your resume gets you the interview, but your interview gets you the job. Come hear interview advice that will help you be at your best as a candidate.
- **Applying Directly to Large Firms** - Many large law firms do not participate in recruiting programs through Suffolk University Law School. Attend this program to learn more about how to apply directly to a large law firm, whether in Boston or beyond.

Fall On-Campus Recruiting (OCI)

Visit the CDO to find out which firms are accepting resumes from LL.M. students. For OCI dates, times, and employers, please see the Recruitment Programs Participating Employers handout located in the CDO or online at <http://www.law.suffolk.edu/offices/career/oci.cfm>. In order to participate in any recruitment program this season, you need to attend one of the Mandatory Fall Recruitment Information sessions. All aspects of fall recruiting and using Symplicity, our web-based recruitment management system, will be covered. You may also bring a copy of your resume and cover letter to the session if you would like to have them reviewed. For session dates and times, please see the Career Development Office Programs handout located in the CDO or on the CDO webpage.

The first round of resumes for fall recruitment programs is due in mid- August. Please note that many of the large law firms do not participate in on-campus recruiting. If you would like to apply to these law firms, most of their recruiting begins in early August.

Job Postings

Job listings are posted on Symplicity, the CDO's web-based recruiting system. If you do not have a username and password to access Symplicity, please visit the CDO. The CDO also has a handout that contains a list of websites with job postings. It is available in the CDO Resource Library and is posted on the CDO's website.

Mock Interviews

Mock interview sessions are held throughout the year to help students and graduates develop effective interviewing skills. A mock interview session consists of a one-hour appointment with a member of the CDO staff. During the first twenty minutes, you are videotaped as you answer a number of interview questions. The remaining time is spent reviewing the videotape and identifying and discussing effective and ineffective responses.

Networking/Meeting Suffolk University Law School Graduates

The CDO has an Alumni Career Network, a listing of hundreds of successful Suffolk University Law School graduates who have volunteered to speak with students about their practice areas, employer types, and geographic locations. The CDO encourages you to take advantage of this valuable resource. www.law.suffolk.edu/offices/career Click on Alumni Network.

The CDO also has the Suffolk University Law School Alumni Directory, which is located at the front desk. This resource can be used to find graduates who are practicing in your areas of interest. You can then contact them to find out more information about what they do. You can also meet graduates by attending many of the CDO programs. Stop by the CDO to find out when the next networking program will occur.

As an LL.M. student, you have access to all of the CDO's career services and resources. We in the CDO look forward to helping you. Please visit our office today.