LL.M. Career Timeline
Office of Career & Professional Development
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Before School Begins

- **Get a head start on career planning!** Assess your career goals and consider what kind of job opportunities you would like to pursue.
- **Get connected!** Schedule a phone or Skype meeting with LL.M. Career Counselor (Tetyana Gaponenko, gaponenkot@uchastings.edu), to discuss your career goals.

Early Fall (August – September)

- **Attend Career Office Presentation at LL.M. Orientation** (August).
- **Attend LL.M. Resume Workshop** (early September).
- Begin to review and revise your CV following Resume Workshop.
- **Attend LL.M. Cover Letter Workshop** (Mid/late September).
- Revise resume and cover letter following workshops. Schedule an appointment with LL.M. Career Counselor to discuss your job search strategies and job application materials.
- Familiarize yourself with [HastingsCareersOnline.com](http://www.HCO) (HCO). Review job listings. Upload your resume onto HCO.
- Begin researching potential employers utilizing print and web-based resources offered by the Career Office.
- Begin networking and building professional network. Participate in the UC Hastings Alumni Mentor Program (AMP). Contact alums, former employers, colleagues, and friends working in the fields/for employers that interest you. Discuss your career goals with professors and ask them for advice. Search [Martindale.com](http://www.Martindale.com) for UC Hastings alums in your field of interest.
- Regularly consult the UC Hastings master calendar here for upcoming career programs. All Career Office events are open to the LL.M. students!
- If you are interested in taking the bar exam, consult Global Programs for relevant information and deadlines.

Mid Fall (October – November)

- **Attend LL.M. Information Interviews and Networking Workshop** (early October).
- Continue researching potential employers. Begin sending your job application materials (tailored cover letter and resume) to employers.
- **Attend West Coast Int’l LL.M. Job Fair (“Job Fair”) Workshop** (late October).
- **Register for the Job Fair** (to be held at UCLA in February). Registration period is from November 4 – December 3! Follow email instructions.
- **Attend LL.M. Interview Skills Workshop** (early/mid November).
- Follow up by telephone with employers to whom you have submitted job applications regarding the status of your job application.

**NOTE:** This Timeline does not contain information or deadlines relating to the requirements and administration of the bar exams in the United States. If you are interested in taking the bar exam, please contact Global Programs with any questions.
• If interested in employment in the U.S., discuss visa options with Global Programs.

**Late Fall and Winter Break (December)**

• **Complete registration for the Job Fair (if you have not done so yet) by December 3!**
• Bid for employers with whom you would like to interview at the fair. Opens on December 4!
• Continue following up with employers to whom you have submitted job applications.
• Continue networking. Reach out to contacts in the country where you are traveling for winter break regarding job opportunities. Meet with one or two contacts during the break for an information interview.

**Winter (January – February)**

• **Complete submitting bids for the Job Fair (if you have not done so yet) by January 5!**
• **Select Interview times on February 1 e.** Promptly cancel any interviews you are no longer interested in by February 10 at the latest! You will be able to view your finalized interview schedule on February 11.
• Whether or not you are participating in the West Coast International LL.M. Job Fair, continue researching and contacting potential employers with targeted mailings.
• Schedule a mock interview with the LL.M. Career Counselor!
• **Attend the West Coast LL.M. Job Fair** (February 21, 2014).
• Continue applying for jobs and networking!
• Continue consulting the UC Hastings master calendar [here](link) for upcoming career programs.
• If you are the bar exam, consult Global Programs for relevant information and deadlines.

**Spring (March – May)**

• **Attend LL.M. Alumni Panel** (date/early Spring).
• Continue actively researching employers and applying for jobs. If you are interested in working in the U.S., consult Global Programs for OPT and other immigration-related information.
• If you are interested in taking the bar exam, consult Global Programs for information/deadlines.

**Summer (Late May – August)**

• Study for and take the bar exam (if applicable).
• Continue actively researching employers and applying for jobs.
• Continue networking and cultivating your professional relationships. Remember that your professional development does not end with your first job. Keep in touch with your mentors, former classmates, former colleagues, and all those who took the time to talk to you about your career goals and job searches.

**Keep in mind:** your LL.M. Career Counselor is here to help you with your job search following graduation! Don't hesitate to schedule a phone or Skype appointment after you leave campus.