

## Sample Cover Letter: Application to Law Firm [Temporary OPT Position]

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May 27, 2018

Danielle Bliss  
Global Services – Recruiting Manager  
Gibson, Dunn & Crutcher LLP  
1050 Connecticut Avenue, NW  
Washington, DC 20036

Dear Ms. Bliss:

As a recent LL.M. graduate of Georgetown University Law Center, I am eligible for Post-Completion Optional Practical Training (OPT), an employment authorization of the U.S. government that allows me to work in a position directly related to my field of study. Through OPT, I will have U.S. work authorization for a period of twelve months and will be able to intern without needing sponsorship. I would like to use my OPT eligibility to apply for a law clerk opportunity with your antitrust practice in Washington, DC. I am confident my prior work experience in various areas of antitrust law will allow me to positively contribute to your firm.

Prior to enrolling in the LL.M. program, I practiced law for over five years with Fang & Kim, the highest ranked law firm in China. During my time at the firm, I focused my practice on antitrust law. I handled merger filings, researched the definition of product market, evaluated potential anti-competitiveness issues in anticipated mergers, and analyzed consumer benefits alleged by merged parties. This practical legal experience will enable me to make an immediate contribution to your antitrust team.

I am currently an extern in the Office of International Affairs of the U.S. Federal Trade Commission. As an extern, I analyze global antitrust cases and prepare comparison charts of various countries' antitrust laws. I also examine and comment on antitrust bill proposals in other jurisdictions and merger guidelines in ICNs. I am confident this experience has well prepared me to work on complex antitrust matters with cross-border implications.

I have enclosed my resume and transcripts for your review. Please do not hesitate to contact me should you require any additional materials. I welcome the opportunity to discuss my qualifications in greater detail. Thank you for your consideration.

Sincerely,

/s/ Archibald B. Cobb

Archibald B. Cobb

Enclosures (3)

# International Visiting Attorney Program

Skadden

With approximately 1,700 lawyers, Skadden, Arps, Slate, Meagher & Flom LLP and its affiliates is one of the world's preeminent law firms, with 22 offices located in New York, Boston, Chicago, Houston, Los Angeles, Palo Alto, Washington, D.C. and Wilmington, as well as in Beijing, Brussels, Frankfurt, Hong Kong, London, Moscow, Munich, Paris, São Paulo, Seoul, Shanghai, Singapore, Tokyo and Toronto.

As part of its expanding global practice, Skadden has established the International Visiting Attorney Program. Under this program, international lawyers who are employed by international law firms, government agencies or companies, to which they intend to return, may spend the equivalent of an academic year (September through May) at Skadden as trainees.

International visiting attorneys (IVAs) may join any of our offices in the U.S., though typically they are hosted in New York. To be accepted to the program, candidates must be eligible to obtain work authorization for the duration of their stay. Skadden is particularly interested in lawyers with three to seven years of experience, who have a strong command of the English language and who are considered by their employers to have excellent long-term career prospects. Additionally, candidates are expected to be qualified to practice in their home countries. While many IVAs obtain an LL.M. degree from leading U.S. law schools immediately prior to participating in the program, an LL.M. degree or U.S. bar admittance is not required. Skadden will consider applicants on the recommendation of their employers, however, we expect to interview each qualified candidate. All applications should include a résumé and a letter of recommendation from the sponsoring employer.

IVAs who are accepted to the program will be assigned to a specific practice area and will work under the supervision of a partner in that group. They may rotate among different practices, as need permits, if they wish to do so. IVAs are encouraged to participate in, and take advantage of, the firm's training resources and firmwide activities.

Under the program, Skadden will provide a comprehensive employee insurance package as well as competitive compensation. IVAs also are eligible for two weeks of paid vacation. Sponsoring employers will be responsible for relocation, housing and moving expenses. Continued participation in the program is conditioned upon satisfactory performance and professional conduct.

For more information, please contact Anastasia Himes, coordinator of the international visiting attorney program, in Skadden's New York office at 212.735.3477 or [anastasia.himes@skadden.com](mailto:anastasia.himes@skadden.com). Additionally, please visit our website at [www.skadden.com](http://www.skadden.com).

# GEORGETOWN LAW

## Graduate Career and Professional Development

### Firms that Hire Foreign-Trained LL.M. Students for U.S. Positions Updated 8.16.2018

Name of Firm	Program Name	Program Description	Link to information	Typical deadline
Alston & Bird	Foreign Internships	The three-month program attracts law students, postgraduate legal interns and others who enjoy combining a challenging legal internship with the excitement of Manhattan's fast-paced working environment. Due to the New York office's longstanding record of serving German, Swiss and Austrian clients, this internship program is very much internationally oriented and a preferred position for German-speaking applicants, but knowledge of German is not required. The program is designed primarily to give foreign lawyers firsthand experience with a U.S. commercial law practice as part of their preparation for professional practice in their native countries.	<a href="http://www.alston.com/careers-foreign-internships/">http://www.alston.com/careers-foreign-internships/</a>	Due to the large number of interested lawyers, a timely application (nine months or more prior to the desired start of the internship) is recommended.
Baker & McKenzie	International Clerkship Program	Each year, Baker & McKenzie awards International Clerkships to law students and recent graduates interested in exploring an international legal career with the Firm. Recipients typically work with Baker & McKenzie lawyers in two different countries over a 12-week period.	<a href="http://www.bakermckenzie.com/en/careers">http://www.bakermckenzie.com/en/careers</a> Scroll down to "Global Opportunities" and select the "International Clerkship Program" tab.	November
Curtis, Mallet-Prevost, Colt & Mosle LLP	LL.M. International Program	The program is small and highly selective. The Firm typically hires foreign associates for the period of time ending with the expiration of their practical training employment authorization. In evaluating candidates, they take into account academic performance, work	<a href="http://www.curtis.com/sitecontent.cfm?pageid=45">http://www.curtis.com/sitecontent.cfm?pageid=45</a>	January of graduation year

		<p>experience, language ability, licensing in foreign jurisdictions and experience in areas of law relevant to our practice. Foreign associates also come to the New York office from international offices or through relationships Curtis has with international local law firms, companies and governmental entities. Foreign associates are responsible for applicable visa requirements and, where appropriate, the firm will provide necessary support to facilitate employment authorization on a case-by-case basis.</p>		
Dechert	International Arbitration Visiting Advisors Program	<p>International Visiting Advisors work closely with the International Arbitration group. In addition, candidates have the opportunity to gain comprehensive knowledge of distinct practices carried out by the Firm and are encouraged to be in contact with as many Dechert lawyers as possible. The International Visiting Advisor Program participants are assigned a mentor, have full access to Firm training programs, and participate in the activities carried out by the International Arbitration group, including meetings, lunches and retreats. The program runs for nine to twelve months and begins in August.</p>	<p><a href="https://www.dechert.com/careers/experienced-lawyers/international-visiting-advisors.html">https://www.dechert.com/careers/experienced-lawyers/international-visiting-advisors.html</a></p>	<p>Applications are open between December 1 and February 28 Dechert's Washington D.C. Office annually recruits for the program.</p>
Fox Horan & Camerini LLP	Foreign Lawyer Apprenticeship	<p>During most of the firm's forty years of existence, it has provided an apprenticeship for foreign lawyers who recognize the value of experience in a U.S. law firm before returning to their home countries. Traditionally, these foreign trainees have completed at least one year of study in a United States law school. The apprenticeship for a foreign lawyer is usually from four to six months. Frequently this apprenticeship is sufficient, together with a Bar review course, to permit</p>	<p><a href="http://foxhorancamerini.com/recruiting/">http://foxhorancamerini.com/recruiting/</a> Scroll down to "Foreign Lawyers."</p>	

		the foreign lawyer to pass the bar examination and to become a member of the New York Bar before returning to the country of origin.		
Freshfields Bruckhaus Deringer		Freshfields recruits exceptional LL.M students from law schools throughout the United States. For further information, please contact <a href="mailto:uslegalrecruiting@freshfields.com">uslegalrecruiting@freshfields.com</a> .	N/A	Freshfields attends annual job fairs at Columbia University and NYU every January to conduct interviews for trainee and associate positions in their offices worldwide.
Shearman & Sterling LLP	International Associate Program (IAP)	The IAP allows lawyers, who are qualified to practice in a jurisdiction outside of the United States where we maintain an office, to work in the New York office prior to joining Shearman & Sterling as full time associates in their home jurisdiction in which they are qualified to practice. The IAP is designed to provide non-U.S. lawyers with a meaningful training in substantive areas of U.S. law, as well as with significant transactional experience within a large multinational law practice during their stay in the firm's New York office.	<a href="https://www.shearman.com/careers/legal/international-associate-program">https://www.shearman.com/careers/legal/international-associate-program</a>	Shearman participates in annual job fairs under the sponsorship of New York University Law School and Columbia University Law School in January of each year and also conduct interviews by invitation at the firm's New York office throughout the year.

Sullivan & Cromwell, LLP	Visiting Lawyers Program	<p>With more than 330 alumni in 48 countries, the hallmark of the Firm's Visiting Lawyers Program has been the substantive nature of the experience provided. Visiting lawyers do not learn by observing others at work; they learn by active involvement in transactions. The Firm believes that it is difficult to provide meaningful exposure to U.S. practice in a short time. Accordingly, the program begins in the fall of each year and participants generally are at the Firm for a term of eight or nine months.</p>	<p><a href="https://careers.sullcrom.com/vlp">https://careers.sullcrom.com/vlp</a></p>	<p>Applications should be submitted as early as possible, but no later than the end of January in the year in which applicants wish to join the program.</p>
Zuber Lawler & Del Duca	Visiting Foreign Attorney Internship Program	<p>Zuber Lawler &amp; Del Duca exemplifies the spirit of our emerging global culture. Providing high quality legal services on local, national, and international levels, our expertise and experience has been cultivated through our unique hands-on approach and unparalleled commitment to client service. Over the past half decade Zuber Lawler &amp; Del Duca has refined and expanded its international practice, attracting several of the world's most talented, experienced and knowledgeable attorneys. Capable of representing clients with exceptionally well-developed professionalism on matters which involve a variety of cross-border transactional and litigation issues, Zuber Lawler &amp; Del Duca has developed an internship program specifically focused on the training and development of foreign attorneys. Our Visiting Foreign Attorney Internship Program aims at facilitating the exchange of information and insight, with an emphasis on mentorship and colleague interaction beneficial to our firm, our clients and our visiting foreign attorneys.</p>	<p><a href="http://www.zuberlaw.com/lawfirm/careers/visiting_foreign_attorney_internship_program">http://www.zuberlaw.com/lawfirm/careers/visiting_foreign_attorney_internship_program</a></p>	

**These firms and locations also accept applications from foreign-trained LL.M. Students and hire them on an ad hoc basis:**

- Altshuler Berzon LLP: San Francisco, California
- Arnold & Porter LLP: Denver, Colorado; Houston, Texas; Los Angeles, California; New York, New York; San Francisco & Silicon Valley, California; Washington, District of Columbia
- Baker & McKenzie: Chicago, Illinois; Dallas, Texas; Houston, Texas; Miami, Florida; New York, New York; San Francisco, California; Washington, D.C.
- Banner & Witcoff, Ltd.: Boston, Massachusetts; Chicago, Illinois; Washington D.C.
- Bingham Greenebaum Doll LLP: Cincinnati, Ohio; Indianapolis, Indiana; Lexington, Kentucky; Louisville, Kentucky
- Briggs and Morgan, P.A.: Minneapolis, MN
- Buchanan Ingersoll & Rooney PC: Pittsburgh, Pennsylvania
- Chapman and Cutler LLP: Chicago, Illinois; New York, New York; Salt Lake City, Utah; San Francisco, California; Washington, D.C.
- Cleary Gottlieb Steen & Hamilton LLP: New York, New York
- Condo Roccia Koptiw LLP: Philadelphia, Pennsylvania
- Cooley LLP: Boston, Massachusetts; Broomfield, Colorado; New York, New York; Palo Alto & San Diego & San Francisco & Santa Monica, California; Reston, Virginia; Seattle, Washington; Washington, DC
- Covington & Burling LLP: New York, New York; Washington, D.C.; Los Angeles, California
- Cozen O'Connor: Philadelphia, Pennsylvania
- Cravath, Swaine & Moore LLP: New York, New York
- Crowell & Moring LLP: Irvine, California; Los Angeles California; San Francisco, California; Washington, DC
- Curtis, Mallet-Prevost, Colt & Mosle LLP: New York, New York
- Davis Polk & Wardwell LLP: Menlo Park, California; New York, New York; Washington, D.C.
- Davis Wright Tremaine LLP: Anchorage, Alaska; Bellevue, Washington, Los Angeles, California; New York, New York; Portland, Oregon; San Francisco, California; Seattle, Washington; Washington, D.C.
- Debevoise & Plimpton LLP: New York, New York
- Fabyanske, Westra, Hart & Thomas: Minneapolis, Minnesota
- Fenwick & West LLP: Seattle, Washington
- Foley Hoag LLP
- Fredrikson & Byron
- Freshfields Bruckhaus Deringer
- Fried, Frank, Harris, Shriver & Jacobson LLP: New York, New York

- Friedman, Kaplan, Seiler & Adelman LLP: New York, New York
- Gibson, Dunn & Crutcher LLP: Dallas, Texas; Denver, Colorado; Irvine, California; Los Angeles, California; New York, New York; Palo Alto, California; San Francisco, California; Washington, D.C.
- Goodwin Procter LLP: Boston, Massachusetts; Los Angeles, California; Menlo Park, California; New York, New York; San Francisco, California; Washington, District Of Columbia
- Greenberg Traurig: Austin, Texas; Dallas, Texas
- Greensfeld, Hemker & Gale P.C.: St. Louis, Missouri
- Haynes and Boone, LLP: Dallas, Texas
- Hodgson Russ LLP: Buffalo
- Hogan Lovells US LLP: Miami, Florida; New York, New York; Washington, D.C.
- Holland & Hart LLP: Boise, Idaho; Cheyenne, Wyoming; Jackson, Wyoming; Salt Lake City, Utah; Santa Fe, New Mexico; Washington, D.C.
- Holland & Knight: All Offices
- Kegler Brown Hill & Ritter: Firmwide
- King & Spalding: Houston, Texas
- Kirkland & Ellis LLP: New York, New York
- Klee, Tuchin, Bogdanoff & Stern LLP: Los Angeles, California
- Linklaters LLP: New York, New York
- Mayer Brown LLP: Chicago, Illinois
- McDermott: All Offices
- Miller & Martin PLLC: Atlanta, Georgia; Chattanooga, Tennessee
- Morgan, Lewis & Bockius LLP: All Offices
- Nixon Peabody: All Offices
- Nossaman LLP: All Offices
- Orrick: All Offices
- Parker Poe Adams & Bernstein, LLP: All Offices
- Proskauer Rose LLP: New York, New York;
- Roberts and Holland: New York, New York
- Robinson & Cole LLP
- Rothwell, Figg, Ernst & Manbeck P.C.: Washington, D.C.

- Schiff Hardin LLP: Ann Arbor, Michigan; Atlanta, Georgia; Chicago, Illinois; Dallas, Texas; New York, New York; San Francisco, California; Washington, D.C.
- Shearman & Sterling LLP: New York, New York; San Francisco, California; Washington, D.C.
- Sidley Austin LLP: Chicago, Illinois; New York, New York
- Simpson Thacher & Bartlett: Houston, Texas; New York, New York; Palo Alto, California
- Skadden, Arps, Slate, Meagher & Flom LLP: Houston, Texas; New York, New York
- Slater & Matsil, LLP: Dallas, Texas
- Spencer, Fane, Britt & Browne: Springfield, Missouri
- Statterlee Stephens Burke & Burke LLP: New York, New York
- Steptoe & Johnson LLC: Washington, D.C.
- Sterne, Kessler, Goldstein & Fox PLLC: Washington, D.C.
- Stradling Yocca Carlson & Rauth: Newport Beach, California
- Thompson Coburn LLP: Chicago, Illinois; Los Angeles, California; St. Lewis, Missouri; Washington, D.C.
- Troutman Sanders: New York, New York; Raleigh, North Carolina; Richmond, Virginia; Washington, D.C.
- Varnum LLP: Detroit, Michigan
- Vinson & Elkins LLP: Austin, Texas; Dallas, Texas; Houston, Texas; New York, New York; San Francisco, California; Washington, D.C.
- Wachtell, Lipton, Rosen, & Katz: New York, NY
- Weil, Gotshal & Manges LLP: Boston, Massachusetts; Dallas, Texas, Houston, Texas; Miami, Florida; New York, New York; Redwood Shores, California; Washington, D.C.
- White & Case: New York, New York; Washington, D.C.
- Winston & Strawn LLP: Washington, D.C.



## FOR EMPLOYERS: FOREIGN-TRAINED LL.M. RECRUITMENT SERVICES

The outstanding international lawyers studying for their LL.M. degrees at Georgetown University Law Center come from 60 countries and have experience working as private legal practitioners, judges and lawyers in corporations, international organizations, government and non-governmental entities.

These lawyers have:

- Practical legal skills;
- International background and expertise;
- Excellent training in legal English;
- Sharp analytical skills; and
- An average of five years of prior work experience.

We invite you to consider these highly qualified international lawyers for positions within your organization or firm.

For more information about the Graduate students at Georgetown Law, or to recruit our students, please contact us by email at [gradprofdevp@georgetown.edu](mailto:gradprofdevp@georgetown.edu) or by phone at 202-662-9036.



## LL. M. DEGREES

- International Business and Economic Law
- International Legal Studies
- Dual Master of International Affairs and Law
- Environmental & Energy Law
- General Studies
- Global Health Law
- Global Health Law and International Institutions
- National Security Law
- Securities and Financial Regulation
- Taxation

## CERTIFICATES

- Food and Drug Law
- International Arbitration and Dispute Resolution
- International Human Rights Law
- International Taxation
- Legal English
- Refugees and Humanitarian Emergencies
- U.S. Health Law
- World Trade Organization Studies



## INTERNATIONAL LAWYERS WITH SKILLS AND EXPERIENCE

Georgetown Law's LL.M. programs draw the best and brightest lawyers from around the world who have distinguished themselves globally as leaders in private practice, international organizations, corporations, government, the judiciary and academia. The 2017-2018 class features more than 300 international students representing the following parts of the world:

Albania	Ecuador	Liberia	Spain
Antigua and Barbuda	Egypt	Mexico	Switzerland
Argentina	Ethiopia	Mongolia	Taiwan
Australia	France	Namibia	Thailand
Austria	Germany	Nigeria	Trinidad and Tobago
Belgium	Ghana	Pakistan	Turkey
Bermuda	Greece	Palestinian Territory	Uganda
Brazil	Guatemala	Panama	Ukraine
Bulgaria	India	Peru	United Arab Emirates
Cambodia	Indonesia	Philippines	Uruguay
Cameroon	Ireland	Poland	United States
Canada	Italy	Romania	Venezuela
Chile	Jamaica	Russian Federation	Vietnam
China	Japan	Saudi Arabia	
Colombia	Kenya	Singapore	
Croatia	South Korea	South Korea	
Czech Republic	Kuwait		
	Lebanon		

## FLEXIBLE, TAILORED RECRUITMENT

To facilitate effective recruitment, Georgetown Law offers a variety of employer services that are flexible and can be tailored to the needs and preferences of the individual employer. These services include:

### Job Postings and Resume Collections

Employers seeking to hire our LL.M. students may post a specific job announcement in Symplicity, Georgetown Law's comprehensive online jobs database, or in our weekly LL.M. newsletter.

Employers may also contact Graduate Career and Professional Development at any time to request a Resume Collection from all or a specific segment of enrolled LL.M. students and recent graduates.

### Interview Services

Employers may pre-screen applicants and conduct interviews via:

- On-campus interview arrangements
- Videoconferencing services for interviews

### Structured Interview Programs

Employers are invited to participate in the following interview programs:

- The annual International Student Interview Program (ISIP) New York
- The annual Taxation Interview Program (TIP) in Washington, D.C.

## CONTACT INFORMATION

If you are interested in recruiting Georgetown Law LL.M. students, please contact:

Georgetown Law | Graduate Career and Professional Development  
Office of Graduate Programs | 600 New Jersey Avenue, NW  
Washington, D.C. 20001 | T 202-662-9036 | F 202-662-9487  
E [gradprofdevp@georgetown.edu](mailto:gradprofdevp@georgetown.edu)  
[www.law.georgetown.edu/Graduate/ProfessionalDevelopment.htm](http://www.law.georgetown.edu/Graduate/ProfessionalDevelopment.htm)