



SERVICES FOR STUDENTS

Graduate Career and Professional Development

GEORGETOWN LAW



ABOUT US

The members of Graduate Career and Professional Development are dedicated to providing students pursuing an LL.M. degree or Certificate with access to a large number of employment resources and networking opportunities. We hope that while you are at Georgetown Law you will take advantage of the events, programs and resources available to you through our office.

The successful graduate job applicant must be proactive, organized and diligent in researching potential employers and building a network of contacts. Graduate Career and Professional Development cannot guarantee job placement, but we will work with you every step of the way in your job search process. We are here to guide and support you in beginning or continuing to shape your career and in understanding the wealth of opportunities available to you.

Again, welcome to Georgetown Law, and best wishes for success in the up-coming year.

Caroline T. Springer, Esq.

Shujun Tian, Esq.

Benjamin Cheng, Esq.

Amrita Singh, Esq.

CONTACT US

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www.law.georgetown.edu/Graduate/ProfessionalDevelopment.htm



SERVICES FOR STUDENTS

Graduate Career and Professional Development members serve the unique career and professional development needs of graduate students — LL.M. degree and Certificate candidates — at Georgetown Law.

Graduate Connections

Our weekly newsletter, Graduate Connections, provides useful news and advice, as well as up-to-date lists of networking events and job postings. We encourage students to check it regularly.

Individual Appointments and Daily Drop-In Hours

You can find us in the Office of Graduate Programs which is located in the Hotung Building. Current LL.M. students can schedule an individual appointment with a career counselor. Appointments are typically 25 minutes in length and students can choose from several appointment types.

We also have daily Drop-In Hours Monday through Friday from 12:00 p.m. to 1:00 p.m.

Website

Our comprehensive Graduate Career and Professional Development website provides valuable information and resources about all aspects of the job search process.

Services Offered

- A comprehensive career search manual
- Resume collections and on-campus interview programs throughout the year
- A job search resource library
- Workshops on job search strategies and resume, cover letter, e-mail and business correspondence writing
- Interviewing and networking skills training, including mock interview programs
- Preparation for students participating in interview programs, specifically the International Student Interview Program (ISIP), the Taxation Interview Program (TIP), and Georgetown Day at the Tax Court
- Networking opportunities, practice area panels, and alumni panels and receptions
- Job postings in the Law Center's online jobs database for students and alumni

ADVISORS

Graduate Career and Professional Development consists of the following team of career advisors dedicated to assisting current LL.M. degree and Certificate candidates with career planning and job search initiatives.



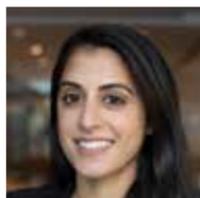
Caroline T. Springer, Esq., *Director*

Caroline has experience in LL.M. admissions and working in the federal government. Prior to becoming Director, she split her time between the Admissions Office and Graduate Career and Professional Development. After obtaining her J.D. from Georgetown, she clerked for a federal judge in Maryland, and then entered the Honors Program as a Trial Attorney at the U.S. Department of Justice, Environmental Enforcement Section. Caroline obtained her B.A. from Princeton University and is admitted to practice in the District of Columbia and Maryland.



Shujun Tian, Esq., *Assistant Director*

Prior to joining Georgetown Law, Shujun spent five years in private practice, practicing capital markets and bank finance in Asia, Europe and the United States. Shujun obtained her J.D. in 2009 from Columbia Law School, where she was also awarded the Parker School Certificate in International and Comparative Law for her commitment to the study of foreign and international law and received her B.A. in 2006 from the University of Virginia.



Amrita Singh, Esq., *Assistant Director*

Amrita joined Georgetown Law after spending several years working for civil rights advocacy non-profit organizations on First Amendment religious freedom policy issues. Amrita spent three years as the State Legislative Counsel at Americans United for Separation of Church and State. Prior to that position Amrita worked as the Legal and Legislative Affairs Associate at the Sikh American Legal Defense and Education Fund (SALDEF) and was a Post-Graduate Public Interest Fellow at the Anti-Defamation League. Amrita obtained her J.D. at the University of Florida, Levin College of Law, and her B.A. in Psychology from Washington University in St. Louis.



Benjamin Cheng, Esq., *Assistant Director*

Ben joined Georgetown Law from private practice, where he spent three years as an associate at an international law firm. Prior to law school, Ben worked as a strategy consultant for a consulting firm in Boston and then as an analyst for an international investment bank in New York City. Ben obtained his J.D. from the University of Pennsylvania Law School, where he was a Comments Editor on the University of Pennsylvania Law Review, and where he also represented indigent clients with the Custody and Support Assistance Clinic. Ben received his A.B. in Biochemical Sciences from Harvard University.
