

HOW TO COMMUNICATE EXTERNSHIPS & STUDY ABROAD

Externships and study abroad can be valuable experience but it is all in the way you articulate the value of the experience on your resume and in your interview that matter. You need to reflect on and identify concrete examples to "tell your story" of how your externship and study abroad adds value to your legal experience.

Practice by answering these questions:

- How can you tell a story about your externship and study abroad experience that adds value to the legal field / the type of legal job you are seeking?
- What about this experience may set you apart from other candidates / makes you unique?
- What from this experience can you take with you into the legal field here in the U.S.?
- What legal skills did you gain that can be used in your next legal job?
- Provide an example of how you developed that skill / tell a story.
- How can you articulate to an employer HOW this experience changed or broadened your thinking about BLANK legal issue?

Legal Core Competencies (use these as your guide):

Good judgment/common sense/problem solving	Initiates and maintains strong work and team relationships
Dedication to client service / responsiveness to client	Integrity / honesty / trustworthiness
Initiative / ambition / drive / strong work ethic	Analytical skills / law knowledge
Project management: including high quality, efficiency, and timeliness	Commitment to professional development toward excellence
Commitment to firm / department / office, its goals and its values	Effective written / oral communication skills
Delegation, supervision, mentoring	Pro bono, community, bar association involvement
Negotiation skills	Research skills
Leadership	Stress / crisis management
Seeks feedback / responsive to feedback	Inspires confidence
Ability to work independently	Strategic / creative thinking
Interview clients and witnesses	
BONUS SKILLS: Cross cultural communication	Appreciation for other cultures and traditions
Patience / empathy	Flexibility / resourcefulness

Avoid these common mistakes:

Don't simply list study abroad under Education. Add it your Experience and treat it like a job.
 Don't list "translated documents" to describe what you did. Connect what you did to a competency.
 Don't not be able to speak to how studying European patent law can benefit work in U.S. patent law.

Make an appointment with OCM for a resume review and a mock interview after you return.