Columbia Law School

PI/PS
Office of Public Interest/
Public Service Law and Careers



International Supplement

To the Public Interest Job Search Toolkit

A Job Search Tool from the Office of
Public Interest/Public Service Law and Careers

2026-2027

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How to Use This Guide

The Office of Public Interest/Public Service Law and Careers (PI/PS Office) created this supplement to assist in your exploration of international public interest law. It is intended to be used with our Public Interest Job Search Toolkit and, if applicable, the LL.M. Toolkit Supplement. Both documents, as well as additional career guides and tools, can be found on our job search tools web page.

Students are encouraged to learn more about the PI/PS Office and available resources on the Law School website. Our advising staff are available to speak with you about your job search.

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Contents

Introduction 4

What Is International Public Interest Law? 4

Why Pursue International Public Interest Law? 5

Exploring International Public Interest Law at Columbia 6

International Job Search Basics 7

How Should I Start? 7

Planning Questions 8

What Strategies Should I Use for a Job Search Outside of the United States? 8

International Job Search Online Resources 8

International Public Interest Employers 9

How They Hire and How to Break into the Field 9

Postgraduate Fellowships 10

International Public Interest Resumes and Cover Letters 11

Internationalizing Your Resume and Cover Letter 11

Tailoring Your Resume to a Specific Public Interest Position 12

International Public Interest Resume Samples 13

Template for the United Nations and Other Intergovernmental Organizations 17

Appendix 19

International Public Interest Employers 19

Nongovernmental Organizations (NGOs) 19

International Humanitarian, Development, and Relief Work 20

U.S. Government Entities 21

Non-U.S. Government Entities 23

International and Regional Justice Mechanisms (Including Courts and Tribunals) 23

United Nations and Its Specialized Agencies 25

Intergovernmental Organizations Other than the United Nations 27

Introduction

Embarking on Your Exploration of International Public Interest Law…

The international public interest job search process is exciting, but can be overwhelming. The Office of Public Interest/Public Service Law and Careers (PI/PS Office) is available to work closely with you, providing support and advice. The PI/PS Office provides guidance on an array of topics through one-on-one counseling, information sessions, programming, and job search resources. Consult with a PI/PS adviser to discuss term-time internships, externships as well as summer jobs in the United States and abroad. Doing pro bono work and partaking in experiential learning are excellent ways to gain relevant experience and skills and to build your network, and we can help you choose which projects and offerings are best for you. In addition, we provide guidance to students about courses, clinics, journals, student organizations, and other opportunities at Columbia, so that each student can carefully develop their plan. We also work closely with students seeking postgraduate fellowships and permanent public interest law jobs.

After you graduate, the PI/PS Office will continue to work with you, especially as you face career transitions. Alumni are welcome to consult our advisers, who have a wide range of professional experience and expertise, domestically and abroad.

Whether your ultimate career is in the public or private sector (or will include both), we are here to help you chart a rewarding path that includes international public service.

What Is International Public Interest Law?

We use the term "international public interest law" to mean legal work that is international in scope and pursued on the basis of individual or group concepts of justice, fairness, and advancement of the public good, rather than solely for commercial, personal financial, or other gain. It is a deliberately broad definition that includes a variety of practices (e.g., public international law, human rights law, humanitarian law, transitional justice, climate change, business and human rights, sustainable development, refugee law) and settings (e.g., nonprofits, intergovernmental organizations, regional or international institutions). The work that international public interest lawyers might do covers a broad range of activities requiring a variety of skills and includes researching and documenting human rights abuses, engaging in strategic litigation or advocacy, advising impacted communities and civil society organizations, drafting legislation, and conducting trainings and rights awareness workshops. Lawyers also engage in many areas of international public service that do not involve traditional legal practice, such as journalism, community organizing, academic or policy research, and foundation work.[1]

[1] Some of these less traditional practices may require additional documentation to be covered by the Columbia Loan Repayment Forgiveness Program (LRAP). Consult online resources from the Financial Aid Office and the PI/PS Office or PI/PS Office adviser Grace Shim at ghc2102@columbia.edu for more information.

Why Pursue International Public Interest Law?

Students pursue opportunities and careers in international public interest law for a variety of reasons. Whether they decide to try an international public interest internship or devote their career to international public interest law, many are satisfied knowing they are making meaningful contributions to the world. Below are testimonials from Columbia alumni explaining why they chose to work in international public interest law.

I find this work fulfilling in ways I never imagined. It is intellectually stimulating—I feel that I deepen and broaden my knowledge of international law on a daily basis. More than that though, I learn so much from the people I interview in terms of their strength, their commitment to justice despite the immense hurdles standing in their way, and their experiences. And while the wins are often rare and minor compared with the abuses, I am grateful for the opportunity to be working toward them.

—Jessica Evans, LL.M. '07, Human Rights Watch

I get to be a part of a group of people who are working to change social, economic and racial injustices around the world. Working in international public interest allows me to use my legal training to try to solve these problems. It's deeply rewarding to be able to have a legal career doing work that is challenging, makes a positive impact, and is meaningful to me.

—Holly Stubbs, J.D. '15, Center for Economic and Social Rights

...This work changes people's lives. I love watching clients grow, transformed from traumatized victims into resilient survivors. Working with these men and women is inspiring.

—Martina Vandenberg, J.D. '00, Human Trafficking Pro Bono Legal Center

I can't imagine doing anything else. Rights violations and injustices are so pervasive, we each have a responsibility to use our own status, education, and tools to pursue change. I feel very strongly that it's a privilege to work on social justice advocacy.

—Bassam Khawaja, J.D. '15, Human Rights Watch

...I've had the opportunity to travel the world and support communities who are fighting for justice. In this field, I am engaged in dynamic, challenging, and gratifying work. I also feel that I am a part of a global network of advocates and organizations who work together to promote a more humane world.

—Morenike Fajana, J.D. '13, European Center for Constitutional and Human Rights

...When I was growing up, I always had that niggly feeling that some things just weren't right in this world. I found that this feeling never went away and only got more intense as I learned more about the world. Through studying international human rights and other public international law subjects at university, I came to understand how law can be used as a vehicle to either ensnare or remedy these problems.

—Anna Marie Bulman, LL.M. '15, Adviser to the U.N. Special Rapporteur

Knowing that my job has a positive impact is a critical driver for me. My work helps shape the institutions and structures that promote and ensure justice, across a variety of countries around the world. I particularly enjoy the face time that I get in my travels, with people who are committed to making a difference. Whether it is a judge in Guatemala who is taking a firm stand against corruption; a group in Nicaragua that is fighting against human rights violations; or a civil society organization in Brazil working tirelessly to help people in prison, I always come home feeling intellectually stimulated and rewarded.

—Jaime Chavez Alor, LL.M. '18, Cyrus R. Vance Center for International Justice

Pursuing a career in international public interest law allowed me to turn my legal skills and personal interests into tools to promote fair and inclusive investments that benefit communities in the Global South. Working in different jurisdictions from Brazil to Papua New Guinea is professionally challenging and intellectually fascinating. International public interest law gives me legal instruments to help level the field for all stakeholders involved in sustainable investments.

—Pedro Villegas, LL.M. '18, International Senior Lawyers Project

Exploring International Public Interest Law at Columbia

How Do I Explore International Public Interest Legal Opportunities (and Build My International Credentials)?

During law school, there are many opportunities to explore international public interest. Students can attend international public interest programming presented by the PI/PS Office, the Human Rights Institute and other centers and institutes, student groups, other Columbia schools (especially the School of International Public Affairs and Mailman School of Public Health), and organizations around New York City.

Students also can participate in student organizations and start exploring pro bono opportunities. In addition to providing the chance to learn substantive information, all experiences are opportunities to network with classmates, professors, PI/PS advisers, and experienced lawyers.

Upper-year J.D. students and LL.M. students can participate in clinics and externships, work on international public interest journals (such as the *Human Rights Law Review*), conduct research for professors on international public interest law issues, or publish an article or note on an international public interest law topic.

Speaking a second language is important for international public interest work. Practice and build your language skills. Upper-year students can receive academic credit for certain language courses.

First- and second-year J.D. students can work in international public interest positions over the summer through the Human Rights Internship Program, using the opportunity to lay the groundwork for postgraduate fellowships and employment by doing well and by networking. They can also join an international law moot court, such as the Jessup International Moot Court (arguably the most prestigious moot court competition in the world).

International Job Search Basics

How Should I Start?

The first step is to meet with a PI/PS adviser to construct an internship or job search plan. It is important that we know who you are! We have an adviser who specializes in international public interest who can provide valuable advice.

Further steps you should take early include the following:

- If you are a 1L or 2L, apply for a summer internship in international public interest law through the Columbia Summer Funding (CSF) Program or Human Rights Internship Program (HRIP), depending on the work you want to do and the location in which you want to do it. The required information session is typically in October, and applications are typically due in November. You are encouraged to apply to both programs.
- Upper-year students and LL.M.s should strongly consider doing a clinic or externship focused on a public international law topic or a substantive issue closely related to their international interest or a term-time internship with a New York-based international public interest organization.
- Reach out to recent Columbia Law School graduates and schedule informational interviews.
- Get to know your J.D. and LL.M. colleagues who share similar interests in international careers.
- Consider working on a relevant journal and/or publishing a note or article on an international public interest topic.
- Consider serving as a research assistant for a Columbia Law School professor who specializes in public international law, human rights, or another international public interest law topic.
- Enroll in a language class to learn or become proficient in a relevant language.
- If you are seeking a full-time job, apply for fellowships as a 3L or LL.M.

Term-time Internship and Pro Bono Work

Unless you already have extensive international public interest experience prior to beginning your J.D. or LL.M., you should seriously consider finding a term-time internship if you are interested in securing an international public interest position following graduation. Most successful applicants for these jobs will have had extensive internship experiences. Employers frequently hire individuals who have previously interned with them or similar organizations. Making use of the variety of New York-based international public service organizations to develop your expertise and increase your contacts is an important advantage of studying at Columbia Law School. The PI/PS Office posts part-time pro bono and internship opportunities in a weekly email to all students. However, many New York based international public interest employers would be happy to take on Columbia interns during the year so feel free to directly contact employers that interest you. If you are interested in an internship with the United Nations, see the information in the U.N. section in this supplement. You also should consider

taking Columbia's United Nations Externship.

Not all international public interest law internships will satisfy the 50-hour pro bono requirement for admission to the New York State Bar. Many, but not all, will count towards Columbia's mandatory pro bono requirement for J.D.s. A full list of Columbia's in-house pro bono projects is available online. The website also provides information on what counts for pro bono credit and where to find projects, as well as forms required for documentation. For more information, meet with our pro bono staff and attend relevant programs. An alternative to using your term-time internship to meet the pro bono requirement is applying to receive academic credit for a Supervised Experiential Project.

Planning Questions

What Strategies Should I Use for a Job Search Outside of the United States?

The best advice is to apply broadly. Try for your "dream" job, but realize that your goals might be accomplished by being flexible and applying to jobs "outside of the box'' and in broad geographic areas. There is no limit on the number of jobs you may apply for, and there is no stigma to being offered a job and declining it (as long as you do so in a professional manner). A successful search takes creativity and persistence. Use Symplicity job postings and sites that include international postings, like Idealist.org, Reliefweb.int/jobs, globaljobs.org, devex.com, devnetjobs.org, and those listed on our job search tools page. Networking is especially important for the job search. Ask PI/PS advisers, professors, and former supervisors if they have ideas or contacts. Many international jobs will not be listed in U.S. job databases, so you should also regularly visit the webpages of organizations of interest.

International Job Search Online Resources

- This document's appendix includes a list of selected sources of information on international public interest opportunities. You should also monitor the social media of organizations you are interested in and subscribe to their newsletters. Please speak to a PI/PS adviser about additional resources. This list is by no means the only resource for searching for international public interest jobs, but will serve as an important guide to start your job search. It is important that you continue to meet with PI/PS advisers to discuss job search strategies, as well as begin to make important connections with individuals who are currently working in your desired field.
- Symplicity lists jobs employers send to Columbia. All domestic and international public interest, government, and human rights announcements that the PI/PS Office receives are housed there. You can also find student internship evaluations from summer 2018 on.
- PSJD.org is a comprehensive database of internships, jobs, and fellowships, mostly located the United States but not exclusively.
- Careers.un.org is a great resource to navigate internship and job opportunities at the United Nations and related agencies.
- Reliefweb.int/jobs, a leading humanitarian information source on global crises and disasters, is a

specialized digital service of the U.N. Office for the Coordination of Humanitarian Affairs (OCHA). It is also a great source for job listings and training programs.

International Public Interest Employers

How They Hire and How to Break into the Field

International public interest employers look for, among other things, field experience, specialized subject-area knowledge (e.g., international criminal, human rights, or humanitarian law, refugee law, economic development), language skills, and the ability to communicate with various audiences. It also helps to be flexible about where you are willing to live. Keep in mind, however, that many countries have restrictive policies when it comes to granting non-citizens the right to work. Being in continuous dialogue with potential employers and remaining open to alternative work arrangements will be important as you negotiate the best option for you.

Finding international public interest work can be a challenge. It is important for students to use their time at Columbia strategically by doing internships and clinics, networking, improving language skills, etc. This may position students to be competitive for more positions upon graduation. Joining and maintaining a membership in professional organizations, such as affinity groups or the relevant sections of the New York City Bar Association, American Bar Association, American Society of International Law, and International Law Association can help develop your networks.

Many jobs in the international public interest field can be listed as consultancies for limited periods. Obtaining one consultancy can often lead to another or on occasion, eventually to part-time or full-time employment. Consultancies are a great opportunity to take ownership over your work and build a specialization within the field. Because of the nature of independent contract work, the downsides of consultancies include lack of employer-paid benefits, lack of training or onboarding, and instability.

Finally, a word on timing. Outside of fellowships, international public interest organizations hire primarily when they have an opening: when someone quits or when they get a new grant. Hence, they typically seek to hire someone who can start right away. Compared with other legal hiring, this can be later in the cycle, and there is no guarantee that students will get a job before graduation or before the bar exam. It is worth noting that even experienced international lawyers in this sector may find themselves stringing together a series of fixed-term contracts and may experience gaps in employment throughout their careers.[2] You should consider whether you are comfortable with this lifestyle.

The appendix contains information on settings of international public interest work, including:

- Nongovernmental organizations
- International humanitarian, development, and relief work

[2] Note that gaps in international human rights resumes are not frowned upon because of the understanding that lawyers move from consultancy to consultancy and often build in time between them or just happen to have gaps before the beginning of the next job.

- Government entities
- International and regional justice mechanisms (including courts and tribunals)
- The United Nations and its specialized agencies
- Intergovernmental organizations other than the United Nations

NOTE: J.D.s with loans seeking permanent employment should confirm that the job would qualify for Loan Repayment Assistance Program (LRAP) support before accepting a position, as some work may be considered non-legal in nature. Information about LRAP can be found on the Financial Aid website. Speak to PI/PS adviser Grace Shim or a financial aid officer if you have questions about LRAP.

Postgraduate Fellowships

Postgraduate fellowships are good sources of funding for entry-level or early-career positions. Columbia Law School has several exclusively for its graduates, three of which—the David W. Leebron Human Rights Fellowship, Global Public Service Fellowship, and Sandler/Human Rights Watch Fellowship—are focused on public international law and/or human rights.

For other funded international public interest fellowships, visit PSJD.org and other sites listed on our job search tools page. Examples of other international public interest fellowships include:

- Echoing Green Social Entrepreneurship Fellowships
- Alan R. and Barbara D. Finberg Fellowship at Human Rights Watch
- Aryeh Neier Fellowship at Human Rights Watch and the American Civil Liberties Union (offered every other year)
- Donald M. and Susan N. Wilson Legal Fellowship at the Robert and Ethel Kennedy Human Rights Center (offered every other year)
- Fulbright Program

Depending on their resources, other organizations, such as Amnesty International or the International Committee of the Red Cross, may post fellowship or traineeship positions throughout the year. Set up job board alerts to be notified of such opportunities.

International Public Interest Resumes and Cover Letters

Internationalizing Your Resume and Cover Letter

When applying for international internships and jobs, it is important to ensure that your language is appropriate for a non-U.S. reader. Here are a few tips on tailoring your resume and cover letter.

- If you are including your address, include "United States" after your city, state, and zip code.
- When listing your telephone number, precede it with "+ 1", the international convention for indicating your U.S. country phone code. So, "+1 212 555 5678."
- Include a WhatsApp or Signal-compatible phone number, as that is the way most international employers chat and call employees (especially NGOs) so they do not incur fees.
- Since most non-Americans do not know U.S. state abbreviations, consider writing out the full state name, such as "Chicago, Illinois." If the city was small and might not be well known, settle with the state. For example, if you worked in Salem, Oregon, list simply "Oregon, United States."
- Convert your cover letter and resume into PDF files. Most of the world uses a different size of paper, known as"A4," from the United States, and if the recipient prints your documents, they may look strange. This will also preserve your formatting.
- "Fall" is the season known as "autumn" in international English. Moreover, it occurs in different months in the southern hemisphere, and it isn't even usually referred to in certain countries around the equator that divide their seasons into parameters such as "wet" and "dry''. So do not write "fall," or looking for "summer'' internships. Rephrase using months.
- The terms "freshman," "sophomore," "junior," "senior," "1L," "2L," and "3L" are not used in international English. Consider using terms such as "first year," second year," etc., instead.
- In some countries, "college" refers to high school. Also, in most places law degrees are undergraduate, not graduate, pursuits. So consider some variation of, "I am a first-year law student studying for a Juris Doctor [rather than "J.D."] degree at Columbia University School of Law in New York. I completed my undergraduate degree [or specify B.A./B.S.] in International Relations at Tufts University."
- The country where you study is best referred to as the United States, as it is only one of many countries to be found on the two continents that make up "America."
- In any cover letter or resume, you should minimize the use of acronyms. This rule applies doubly for applications being sent abroad, where people are even less likely to know acronyms that refer to U.S. organizations or government agencies.
- Many legal terms and concepts are unique to the United States, are not used with much frequency in

many other countries or may mean different things in other countries. Examples include "direct services," "affirmative action," "impact litigation," "antitrust," ''clerking," and "legal methods." If you wish to discuss your course work or interests beyond "criminal," "civil," or "constitutional law," use the internet to search whether the term is used outside the United States, and, if it is not, use more common phrases to describe what you are discussing.

- Be realistic about your language competencies. Non-English speakers tend to have higher expectations about language competencies than English speakers do. An applicant with "intermediate" competency could be expected to be fairly functional in a language.
- Most other countries list the date before the month: "20 January 2019."

Tailoring Your Resume to a Specific Public Interest Position

Once you have updated and reformatted your resume, you should tailor it to highlight the experiences, skills, and knowledge you will bring to the public interest role(s) you seek. To ensure that your application presents you in the best possible light, you should create a new resume for each public interest position you apply for. Here are a few questions to get you started:

- **What does this employer do?** Review the "About Us" section of the employer's website, the information provided in the job description, press releases, current projects, evaluations written by former student interns, the employer's social media feeds, and information from networking contacts who are familiar with the organization's work.
- **Which advocacy tools does the employer use?** Does this organization litigate, build coalitions, campaign, conduct fact-finding investigations, draft reports, organize communities, conduct trainings, advocate for policy change, provide direct legal services, or some combination of the above? Check the employer's website and the job description to assess the tools that you will be using in this position. Are they tools you have used before?
- **Who will you serve in this role?** Will you have clients, work directly within communities, or advocate for broader policy change? Do you have some connection to the issues this organization works with and/or the population that this organization serves?
- **Which of your experiences and skills would interest this employer?** Think about your resume as a tool to market yourself to that specific employer or job. Make sure it is the strongest statement that you can put forward about yourself and that you include your specific qualifications and interest in that employer or area of law.
- **Which skills and experiences are relevant to this role?** Review the duties listed in the job description, as well as the qualifications required, and frame your skills and experience in terms of the language used in the description. Do not exaggerate or misrepresent your qualifications for the role.

International Public Interest Resume Samples

On the following pages, you will find a "Before" and "After" version of a resume for a student seeking an international job with a nonprofit, government institution, or nongovernmental organization.[3] The "Before" version does not reflect the format we recommend to our students and graduates (please see our Public Interest Job Search Toolkit to learn how to structure and format your resume) and is not written in a way that is appropriate for an international job search. The "After" version has been edited to bring it into line with recommended structure and formatting and revised for an international job search based on the guidelines we provided earlier in this supplement.

[3] We recommend using a different template when applying to intergovernmental organizations such as the United Nations; please see the next section.

Sample Resume—Before Revisions

FRANCESCA SILVESTRI

111 West 121st St #555 New York, NY 10027 212-555-1212 fus1111@columbia.edu

EDUCATION

2017–2020 COLUMBIA UNIVERSITY LAW SCHOOL, New York, NY
J.D. degree anticipated May 2020

2013–2017 UNIVERSITY OF ROCHESTER, Rochester, NY
B.A. degree, summa cum laude, awarded May 2017
Double major in Political Science and Spanish
Minor in Latin American Studies

2012–2013 COLEGIO VILLA RICA, Veracruz, MEXICO
Rotary International Exchange Student following graduation from high school
Attended Colegio Villa Rica for one full year, becoming fluent in Spanish
Traveled extensively throughout central Mexico and the Yucatán peninsula

HONORS AND SCHOLARSHIPS

Phi Beta Kappa Honor Society Member
Selected Chief Student Marshall, University of Rochester 2017 Commencement
Golden Key Scholarship, awarded to highest academically ranked junior
Susan B. Anthony Institute Women's Leadership Award
U.S. Department of Defense National Security Education Program, David L. Boren Scholar

INTERNATIONAL EXPERIENCE

Spring Semester 2016 SCHOOL FOR INTERNATIONAL TRAINING, Fortaleza, Ceará, BRAZIL
*Culture, Development, and Social Justice Scholar***.** Participated in a study abroad program focused on heightening social awareness through a seminar on Brazil's history, economics, politics, and culture, including field studies. Completed an advanced Portuguese language course. Conducted original research on Brazilian agrarian reform and the social movements surrounding it.

Summer 2015 U.S. EMBASSY, INSTITUTE OF INTERNATIONAL EDUCATION, Mexico City, MEXICO
Office for Latin America Intern. Utilizing bilingual Spanish-English skills, advised and counseled Mexican and Latin American citizens regarding policies and approaches for completing high school, undergraduate, and graduate studies in the U.S. Conducted group orientation sessions in Spanish. Assisted with the research, editing, and design of the Bilingual Schools in Mexico City publication. Created a law school informational diskette and electronic newsletter.

Summer 2013 AMIGOS DE LAS AMERICAS INTERNATIONAL, Rio Grande do Norte, BRAZIL
*Health Care Volunteer***.** Worked in a rural Brazilian village to improve health and sanitary conditions. Built latrines; planted trees; renovated an elementary school; and provided education in dental health, breastfeeding, and first aid. Became proficient in conversational Portuguese.

Before

WORK EXPERIENCE

Fall 2018–present — OPEN SOCIETY JUSTICE INITIATIVE, New York, NY
Legal Intern for the Mexico Migration Project. Researching the effects of the U.S.'s border management policies on Mexico's domestic immigration policies and procedures. Comparing Mexico's policies of migrants' due process rights to the international standards.

Summer 2016 — DEPARTMENT OF HOMELAND SECURITY, Minneapolis, MN
Office of Chief Counsel, Bureau of Immigration and Customs Enforcement Intern. Attended deportation hearings and provided assistance as needed. Conducted in-depth research on Central American asylum cases, utilizing knowledge of the historical political situations and language skills. Acquired a broad understanding of the Department's duties through attending seminars on fraudulent documents, attending interviews of applicants for benefits, and observing the U.S. Border Patrol at the Minneapolis International Airport.

Summer 2015 — HENNEPIN COUNTY ATTORNEY'S OFFICE, Minneapolis, MN
Child Protection Division Intern. Worked in the division filing system and databases, and assisted with the newly developed electronic distribution of reports. Provided Spanish translation for victim-witness staff in the Juvenile Prosecution Division.

UNIVERSITY OF ROCHESTER, Rochester, NY

2015–2016 — *Teaching Assistant for Elementary Spanish and Microeconomics.* Prepared and facilitated weekly recitation sessions, held weekly office hours, assisted with student test preparation and grading Served as a general liaison between faculty and students.

2015–2016 — *Community Assistant & Resident Advisor.* Created residential climate conducive to academic achievement, good scholarship, and intellectual stimulation. Duties included community development; organizing programs and events for residents; serving as an emergency resource, counselor and advisor; and operating as a floor leader.

2013–2015 — *Sesquicentennial Student Manager and Fairbank Alumni House Office Assistant.* Provided office support related to marketing the University to alumni and friends. Became proficient with Excel spreadsheets and other databases. Appointed "Student Sesquicentennial Manager" for the University's 150th anniversary; responsibilities included managing a special account of book orders for the Alumni Department regarding the University's Pictorial History.

CAMPUS AND COMMUNITY ACTIVITIES

2017–present — *Columbia Society of Immigrant and Refugee Rights*. Attend meetings.

2017–present — *Columbia Society of International Law.* Assist in the coordination of the Friedman Conference, a one-day conference focusing on an issue of Public International Law. This year's conference is focusing on nation-building.

2015–2016 — *University of Rochester Student Government Chief-of-Staff.* Appointed by the President to serve as second-in-command in the Executive Cabinet. Created, coordinated, and executed projects to better the lives of the Rochester students. Collected and provided feedback as an official representative of the student body.

Before

Sample Resume—After Revisions

FRANCESCA SILVESTRI

111 West 121st Street, Apt. 555, New York, New York 10027, U.S.A.
+1 212-555-1212 • fus1111@columbia.edu • WhatsApp, WeChat: francescasil

EDUCATION

COLUMBIA LAW SCHOOL, New York, New York
Juris Doctor, expected May 2020
Activities: Columbia Society for International Law
Society for Immigrant and Refugee Rights

UNIVERSITY OF ROCHESTER, Rochester, New York
Bachelor of Arts in Political Science and Spanish, *summa cum laude*, received May 2017
Minor: Latin American Studies
Honors: Phi Beta Kappa
U.S. Department of Defense Boren Scholar
Susan B. Anthony Institute Women's Leadership Award
Golden Key Scholarship (awarded to highest-ranked female junior)
Activities: Student Government, Chief-of-Staff (University Presidential Appointment)
Social Justice Scholar (with fieldwork) at the School for International Training, Fortaleza, Brazil

COLEGIO VILLA RICA, Veracruz, Mexico
Rotary International Exchange Student, September 2013-May 2014

EXPERIENCE

DEPARTMENT OF HOMELAND SECURITY Minneapolis, Minnesota
Intern, Office of Chief Counsel June-August 2018
Assisted attorneys in deportation hearings. Conducted research on Central American asylum cases.

HENNEPIN COUNTY ATTORNEY'S OFFICE Minneapolis, Minnesota
Intern, Child Protection Division June-July 2017
Updated the division filing system and databases. Provided translation for victims and staff. Prepared and facilitated weekly recitation sessions. Assisted with test preparation and grading.

UNIVERSITY OF ROCHESTER Rochester, New York
Teaching Assistant for Spanish and Microeconomics 2016-2017
Prepared and facilitated weekly recitation sessions. Assisted with test preparation and grading.

U.S. EMBASSY, INSTITUTE OF INTERNATIONAL EDUCATION Mexico City, Mexico
Intern, Office for Latin America June-August 2015
Advised Mexican and Latin American citizens regarding policies and approaches for completing high school, undergraduate, and graduate studies in the U.S.

LANGUAGE SKILLS
Spanish (fluent), Portuguese (proficient)

INTERESTS
Softball, reality television, big cities

Template for the United Nations and Other Intergovernmental Organizations

As with any resume, a resume for a job with an international intergovernmental organization, such as the United Nations or the Inter-American Commission for Human Rights, should adhere to our international resume guidelines and be cleanly formatted, carefully spell-checked, etc.

An intergovernmental resume can be organized differently to include more sections. Please note that this is simply a template. If the job posting lists specific requirements of what to include in your resume, follow those directions.

NAME

Address
Contact Information

KEY COMPETENCIES
This section summarizes your key skill sets and experiences. Examples might include:

- X years of human rights experience in various areas: planning, implementation, monitoring, evaluation, policy, advocacy, partnerships, fundraising.
- Wide-ranging experience managing individuals and teams from varied professional and cultural backgrounds.
- Direct work with at-risk children and families.
- Experience working in x number of countries, including _____.
- Native Spanish and English speaker; proficient in French.
- Strong writing and analytical skills, including human-rights-related publications.

SELECT EXPERIENCE
Include select relevant experience; use active verbs that provide concrete information; avoid acronyms; and do not expect the reader to read in between the lines. You want to be clear and to the point.

Organization, Title* 2014-Present
**If most of your experience with an employer was as an intern/volunteer, do not include a title.*

- Managed...
- Developed and implemented...
- Represented organization at...

EDUCATION
If you went straight from college to law school, consider starting with this section.

Columbia University School of Law Juris Doctor (J.D.), expected 2020
Include any honors/recognitions.
Include relevant classes, extracurricular activities.

X University
Bachelor of Arts (B.A.) in History, received 2017
Include any honors/recognitions.
Include relevant classes, extracurricular activities.

SELECT PUBLICATIONS
Include publications, including student-related ones; you may also choose to call this section "Select Research" if that is a strong area of experience for you or is more relevant to the job you are seeking.

LANGUAGES
Include if applicable.

ADMISSION TO THE BAR
Include if applicable.

SERVICE TO THE PROFESSION
E.g., membership in student bodies/advocacy groups

Appendix

International Public Interest Employers

Nongovernmental Organizations (NGOs)

International NGOs work in a variety of international public interest fields, including human rights, humanitarian law, business and human rights, and transitional justice. They engage interns and hire lawyers or people with legal backgrounds. Examples of broad subject matters of NGO work include but are not limited to:

- Business and Human Rights
- Children's Rights
- Civic Space Rights
- Civil and Political Rights
- Detention Rights
- Digital Rights
- Disability Rights
- Economic and Social Rights
- Environmental Rights
- Gender Rights
- Indigenous and Minority Rights
- Land Rights
- LGBTQ+ Rights
- Refugee, Migrant, and Immigrant Rights
- Right to Education
- Right to Food
- Right to Health (including physical and mental health)
- Right to Housing and Participatory Development
- Right to Political Freedom (including freedom of expression)
- Right to Water and Clean Sanitation
- Right to Work with Dignity
- Rule of Law
- Technology and Human Rights
- Transitional Justice
- Women's Rights

NGOs can often provide junior employees with better training and hands-on experience. It is important to keep in mind a broad range of possible employers—and apply for a variety of jobs, with a variety of organizations and in a variety of locations. Do not feel tied to one ideal role or one ideal organization.

Individuals interested in going into some areas—refugee rights work, for example—with limited experience working in lower-income countries or emergencies should be open to considering related paths to obtain that experience. For example, a job in program implementation that focuses on a legal aid program, rule of law activities, or women's empowerment might be a good steppingstone to gain relevant experience and transferable skills. Any foot in the door helps.

Employment Information
A willingness to begin your career based in hardship locations can increase your attractiveness to NGOs.

International NGOs advertise many of their open positions on their websites, which require regular, methodical checking. Develop a list of the NGOs you would consider working for, and make sure you check their employment listings on a weekly basis. Some better resourced NGOs may have implemented job alerts on their websites or utilize job boards to advertise their openings.

Some U.S.-based NGOs also do international public interest legal work or use international norms in the U.S. context. Their hiring preferences and procedures are closer to those of other domestic public interest organizations.

International Humanitarian, Development, and Relief Work

International humanitarian, development, and relief work is a highly interdisciplinary field, and studies in law—particularly when combined with public international law and other fields such as economics or political science—can make a good background for such careers.

Lawyers engage in all aspects of this work, focusing on issues such as transitional justice, civilian protection, democratic governance, political processes, electoral reform, the rule of law, transparency in government, civic space rights, media freedom, conflict litigation, and civil society freedoms. Lawyers may do this work in the context of armed conflict, occupation, and similar situations of insecurity, as well as natural disasters. Lawyers are often engaged in activities such as negotiations, documentation, protection work, monitoring and reporting, conflict resolution, and minority rights programming.

Academic studies in international humanitarian law (the law of war or armed conflict) are important for some positions in conflict situations or with employers such as the International Committee of the Red Cross.

Employment Information
Career opportunities in the humanitarian, development, and relief field can be found in government agencies, intergovernmental organizations, nongovernmental organizations, and implementing partners. Related jobs can also be found in research and policy institutes.

Formal programs designed to help launch a career in this field include the International Committee of the Red Cross's Traineeship Program, World Bank's Young Professional Program, UNDP's Leadership Development Program, and the International Finance Corporation's Global Transaction Team Program. All of these programs are highly competitive and have varying eligibility criteria and application dates. Interested students should begin to familiarize themselves with these programs through the agencies' websites.

Organizations such as the International Committee of the Red Cross, International Rescue Committee,

Geneva Call, Global Communities (formerly CHF International), Medecins Sans Frontieres (MSF), Mercy Corps, Physicians for Human Rights, Save the Children, and International Relief and Development are examples of organizations that frequently employ lawyers in this field.

Some relief agencies—recognizing that sometimes disaster situations require quick deployment of staff—have established a "roster" program, through which they vet potential employees to ensure that a pool of professionally qualified candidates are available to fill new positions in a timely manner. Examples include those run by the International Catholic Migration Commission, International Rescue Committee's Global Surge Team , and Norwegian Rescue Committee. It may take many months to be approved for a roster. After that, actual job opportunities can begin to become available, but when they do, the requirement to fill the position is usually urgent.

For-profit enterprises also engage in this work through consultations to support international development projects coordinated by larger entities like the World Bank and UNDP. Development consulting firms, such as Chemonics, tend to look for candidates with general analytical and writing skills, rather than individuals specifically with legal expertise.

U.S. Government Entities

Multiple U.S. federal agencies and departments use international law or provide development aid and humanitarian assistance. Columbia Law School's Externship on the Federal Government—Semester in Washington, DC provides the opportunity to work full-time at a federal public interest agency while taking two closely related, substantive seminars. It is taught in both fall and spring semesters. For more information, visit the Columbia clinics and externships page.

U.S. Department of State

The Office of the Legal Adviser employs about 200 attorneys to negotiate, draft and interpret international agreements and resolve international issues involving a wide range of matters, including humanitarian crises, human rights, political and military affairs, international environmental affairs, trade agreements, legislation, and interpretation of treaties and foreign judgments. The office is organized into over thirty sections that roughly correspond with the Department of State's various bureaus, including offices in Washington, DC, The Hague, Geneva, Brussels, and New York. The office hires 2Ls as summer interns, externs, and entry-level attorney-advisers (limited to U.S. citizens). The Office of the Legal Adviser hires Columbia law students for summer and postgraduate jobs through the Public Sector On-Campus Interview Program, which is overseen by the PI/PS Office. Interviews happen in late August, but you must apply in July. State Department work provides both overseas placement and domestic work on international issues. The office also coordinates U.S. government recruitment efforts for the United Nations, Organization for Economic Cooperation and Development, Organization for Security and Cooperation in Europe, Organization of American States, and North Atlantic Treaty Organization (NATO). More information about the various options for working with the Department of State can be found at state.gov/job-seekers. Internship opportunities can be found at

careers.state.gov/intern.

Other U.S. Government Agencies Using International Law or Providing Humanitarian/Development Aid

- The Legal Section of the U.S. Mission to the United Nations provides counsel and service on all matters of an international legal character arising in the course of U.S. participation in the United Nations. Members of the Legal Section represent the United States in the U.N. Legal Committee of the General Assembly, the Security Council and its subsidiary bodies, and other U.N. bodies.
- The Office of the Chief Counsel for International Commerce provides legal advice and support to the International Trade Administration on international trade, investment, export promotion and antitrust matters. This agency works closely with the Office of the U.S. Trade Representative, the State Department and other government agencies, and the private sector.
- The U.S. Department of Agriculture (USDA) Office of the General Counsel is an independent legal agency that provides legal advice and services to the Secretary of Agriculture and to all other officials and agencies of the Department with respect to all USDA programs and activities. There is also an Office of the Inspector General that investigates allegations of crime against the department's program and promotes the economy and efficiency of its operations.
- While the U.S. Department of Energy (DOE) is primarily a national security agency, students interested in infrastructure development can find interesting work there. According to the DOE website, its mission is "to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions."
- The U.S. Department of Justice Office of Overseas Prosecutorial Development Assistance and Training (OPDAT) specializes in international legal development and works with foreign justice departments to implement judicial and prosecutorial development systems around the world.
- The Overseas Private Investment Corporation, according to its website, "is the U.S. Government's development finance institution. It mobilizes private capital to help solve critical development challenges and in doing so, advances U.S. foreign policy and national security objectives."
- U.S. Trade and Development Agency (USTDA), an independent foreign assistance agency, helps companies create U.S. jobs through the export of U.S. goods and services for priority development projects in emerging economies. USTDA links U.S. businesses to export opportunities by funding project planning activities, pilot projects, and reverse trade missions while creating sustainable infrastructure and economic growth in partner countries.

U.S. Government International Trade

Students interested in international trade can pursue opportunities in the White House, with federal

agencies, and on Capitol Hill.

The Office of the U.S. Trade Representative, part of the Executive Office of the President, is responsible for developing and coordinating U.S. international trade, commodity, and direct investment policy, and overseeing negotiations with other countries. It offers internships throughout the year, which may be in any of four offices (Washington, DC, Geneva, Brussels, and Beijing). Information about permanent employment can be found at usajobs.gov.

The U.S. International Trade Commission makes determinations in proceedings involving imports claimed to injure a domestic industry or violate U.S. intellectual property rights, provides independent tariff, trade, and competitiveness-related analysis and information, and maintains the U.S. tariff schedule.

The U.S. Commercial Service, the trade promotion arm of the U.S. Department of Commerce's International Trade Administration, hires both career and non-career foreign service officers. Career foreign service officers must pass the U.S. Commercial Service Assessment (comprising an oral and written examination). Limited non-career foreign service officers are hired as foreign commercial service officers for specific duty stations and tours of duty based on their specialized skills or experience. Limited non-career foreign service officers' first tours of duty are limited to two years.

Student volunteer internships are a means to learn more about the Commercial Service and gain valuable insights into international trade and business development.

Non-U.S. Government Entities

Another way to gain international public interest experience is to work for a different country's embassy, consulate, or mission to the United Nations. Being located in New York City offers the great benefit of having access to a variety of government entities. In particular, many countries' missions to the United Nations undertake research, drafting, and advocacy on international law topics at the United Nations and engage in bilateral and multilateral coordination with other member states. Most of these positions require either authorization to work in the United States or citizenship of the mission's government. A good way to discern which missions might be interested in hiring is to track that country's U.N. committee activities and involvement in ongoing treaty development.

International and Regional Justice Mechanisms (Including Courts and Tribunals)

International and regional justice mechanisms are institutions that apply international law to disputes between sovereign states, conduct of multinational corporations and individuals, and states' treatment of individuals. They vary substantially in mandate, and based on what is happening in the world, some mechanisms close and others are founded.

Employment Information

Internships and permanent positions in these mechanisms are competitive. Knowledge of and experience in various areas of public international law is required.

For those interested in working at an international or regional justice mechanism, it is necessary to be realistic about eligibility requirements that may include years of experience, language requirements, security clearances, and location. Prior experience in nongovernmental organizations, civil society, regional organizations, U.N. bodies, or national courts is viewed favorably for these roles. It is also important to understand the institution's mandate, legal instruments, procedures, working languages, and political setting. A prosecution or defense litigation role may require legal research, drafting, evidence, and procedural skills. An investigations or registry role may prioritize fieldwork, witness protection, and case management. A policy or secretariat role may emphasize diplomacy, reporting, project management, and stakeholder engagement.

International and regional justice mechanisms include but are not limited to:

- African Commission on Human and Peoples' Rights (ACHPR)
- African Court on Human and Peoples' Rights (AfCHPR)
- Caribbean Court of Justice (CCJ)
- East African Court of Justice (EACJ)
- Economic Community of West African States (ECOWAS) Community Court of Justice
- European Court of Human Rights (ECtHR)
- Extraordinary Chambers in the Courts of Cambodia (ECCC)
- Inter-American Commission on Human Rights (IACHR)
- Inter-American Court of Human Rights (IACrHR)
- International Court of Justice (ICJ)
- International Criminal Court (ICC)
- International Residual Mechanism for Criminal Tribunals (IRMCT)
- International Tribunal for the Law of the Sea (ITLOS)
- Permanent Court of Arbitration (PCA)
- U.N. Human Rights Treaty Bodies
- U.N. Special Procedures
- World Trade Organization Dispute Settlement

Columbia can nominate students for the nine-month traineeship program of the ICJ. Columbia students selected by the ICJ are awarded the Parker Fellowship, which provides a stipend to cover expenses.

There are also truth commissions, investigative mechanisms, and ad hoc mechanisms that are created temporarily or permanently, depending on what is happening in the world. If you have a special interest in current events, it is important to stay informed of such developments.

United Nations and Its Specialized Agencies

The United Nations (U.N.) is an international intergovernmental organization. Its stated aims include promoting and facilitating cooperation in international law, international security, economic development, social progress, human rights, political freedoms, democracy, and the achievement of lasting world peace. It contains multiple subsidiary organizations to carry out its missions. The U.N. system includes the six principal organs (the General Assembly, Security Council, Economic and Social Council, Trusteeship Council, International Court of Justice, and Secretariat), 15 agencies, and several affiliated programs and bodies. Its headquarters are in New York—an advantage for Columbia Law Students—and there are U.N. offices all over the world. The official languages of the United Nations are Arabic, Chinese, English, French, Russian, and Spanish. The working languages at the Secretariat are English and French.

Employment Information

Internships and Externships
Columbia Law School's United Nations Externship, offered either in the fall or spring semester, depending on the year, combines a substantive seminar about the United Nation with placements at U.N. agencies or organizations that work closely with the United Nations. The class is usually made up of about 15 upper-year J.D. students and LL.M.s.

Interning at the United Nations during law school is an excellent way to learn about the organization. Most U.N.-affiliated organizations hire legal interns year-round on both a full-time and part-time basis. The Office of Legal Affairs and an increasing number of other offices, however, strongly prefer full-time interns. Some organizations have established intern programs. See their website for updated information on eligibility and application processes. Depending on capacity, you may also be able to arrange an internship with a U.N. agency that does not have a formal internship programs by contacting the individual or the department with which you want to work.

Internships at the United Nations are offered throughout the year. Specifics vary from department to department and often from U.N. funds and programs. The web pages describing these opportunities are complicated, but a good place to start is careers.un.org.

Careers
The United Nations recruits lawyers with a variety of interests and skills. Relevant academic training, international work experience, and fluency in at least one U.N. language with working experience in a different country is helpful. Prior U.N. work experience (including as an intern) is also taken into consideration. While finding a position requires a lot of effort, there are several ways to get your foot in

the door. These are not the exclusive routes to a position at the United Nations. Gaining outside experience or becoming an expert at the non-U.N. equivalent of the job of interest may help facilitate interest, e.g., working at a domestic or international organization or for the government.

The Young Professionals Program (YPP) is another way to start a career at the United Nations. It recruits young professionals throughout the world interested in launching a U.N. career through an annual entrance examination. Initial appointments are for two years at the P-2 level. Applicants must be nationals of a participating country (which vary each year), age 32 years or under by the end of the test year, speak fluent English or French, and hold a first level university degree to be eligible to participate. Current law students may apply for the YPP if their undergraduate degree meets the requirements of one or more of the disciplines for which the exam is being offered.

Some programs and agencies, such as the UNHCR (UN Refugee Agency), have a similar exam process and maintain their own rosters to fill posts. Students should refer to individual agency websites for more information.

The Junior Professional Officer (JPO) program also provides a gateway for young professionals to work in a U.N. program or agency. Most of these programs are restricted to citizens of member states that fund them; some governments also sponsor JPOs from developing countries. The exact criteria may vary, but in general, applicants must be under 32, be proficient in at least two U.N. languages, and have at least a first level university degree to be eligible to participate. Students and graduates, other than U.S. citizens, should check with their Ministry of Foreign Affairs for JPO positions. Further information about JPO positions (including participating countries) and informal internship programs is best obtained by contacting host member states and the individual or department with which you want to work.

JPOs receive identical salaries, as well as most benefits of professionals in their grade, but do not automatically have internal U.N. status. The U.S. government has typically sponsored JPOs for U.S. citizens with the U.N. Refugee Agency Committee (UNHCR) and International Organization for Migration (IOM), among others. Information about these positions can be found on each organization's website. U.S. citizens can find more information about JPO positions, including participating countries, on the U.S. State Department website.

The U.N. career portal and individual agency websites post open positions. Keep in mind that the Secretariat and U.N. agencies receive thousands of applications and often have an internal candidate in mind. It is worth trying, however, if you are determined to have a career in the U.N. system. For some positions, the United Nations may retain applications for years and may contact you in the future to see if you are still interested and available for the same or a similar role.

The U.N. Volunteers (UNV) Program recruits volunteers for short-term assignments in developing countries to support peace and development issues, including humanitarian relief, rehabilitation, and electoral and peacebuilding processes. UNVs have proven specialized professional staff. While UNVs are

not salaried employees, they receive compensation, including living and travel expenses, health insurance, and annual leave. These are great positions to gain experience abroad and exposure to the U.N. system.

Short-term positions are another way to work for the UN. People have also made their way into permanent U.N. jobs by serving on temporary assignments or working on a consultancy basis. These short-term positions are occasionally obtained by word of mouth, but individual agencies mostly advertise openings on their websites. For example, the Office of the High Commissioner for Human Rights (OHCHR) and the U.N. Development Programme (UNDP) post temporary positions on their respective websites. UNDP also posts consultancies.

The U.S. State Department's Bureau of International Organization Affairs, the U.S. government's primary interlocutor with the United Nations and other international organizations and agencies, has recruited U.S. citizens for employment in U.N. organizations. Its International Organization Careers website posts vacancies at U.N. and other intergovernmental organizations biweekly. By law, most U.S. government employees are eligible to be detailed or transferred to designated intergovernmental organizations for up to eight years. This website explains how U.S. federal agencies can promote U.S. citizen employment in intergovernmental organizations by detailing or transferring their employees and funding JPOs.

While technically independent from the United Nations, another route to gain experience in the U.N. system is working for a Special Procedures mandate, such as a U.N. Special Rapporteur (SR). SRs are independent experts who are appointed, but not employed, by the United Nations to investigate, monitor, and publicly report on a specific mandate. They serve in a personal capacity, allowing them to work objectively. Working for a SR involves legal research, drafting, investigations, and advocacy and can be a good way to gain specialized knowledge on the mandate's thematic area or country focus.

Intergovernmental Organizations Other than the United Nations

General Description

The term "intergovernmental organization" (IGO) refers to an entity created by treaty, involving two or more nations, to work in good faith, on issues of common interest. The main purposes of IGOs are to create a mechanism for the world's inhabitants to work more successfully together in the areas of peace and security and to address economic and social questions. IGOs work on a range of matters and involve governments and issues from every region in the world.

Employment Information

Work within IGOs can include negotiating and drafting agreements between member states, serving as a policy advisor, and representing bodies in disputes and other claims. IGOs have varying employment requirements that often include fluency in English and at least one other language of the IGO and citizenship of a member state of the IGO. Visit the IGOs' websites for specific internship and hiring qualifications and procedures.

While the United Nations is the world's largest IGO, other well-known IGOs include but are not limited to:

- African Development Bank
- African Union (AU)
- Asian Development Bank
- Association of Southeast Asian Nations (ASEAN)
- East African Community (EAC)
- Economic Community of West African States (ECOWAS)
- European Union (EU)
- Inter-American Development Bank (IDB)
- Interpol
- North Atlantic Treaty Organization (NATO)
- Organization of American States (OAS)
- Organization of Petroleum Exporting Countries (OPEC)
- World Bank
- World Trade Organization (WTO)