

# Achieve Your Potential

Arnold & Porter

≈ 1,000

Lawyers across 14 offices:  
9 domestic and 5 international

40+

Distinct areas  
of practice

133

Fortune 250 companies have chosen  
Arnold & Porter as outside counsel

Office	Approx. Headcount	Practice Groups that Participate in Summer Associate Program The groups in <b>bold</b> regularly hire from the Summer Associate Program
Chicago	31	<b>Bankruptcy</b> , Corporate & Finance, IP, <b>Litigation</b> , and Tax
Denver	24	<b>Corporate &amp; Finance</b> , IP, <b>Litigation</b> (Complex Commercial, and Product Liability), and <b>White Collar</b>
Houston	10	<b>Litigation</b> (Complex Commercial and Product Liability)
Los Angeles	49	IP and <b>Litigation</b> (Complex Commercial, Environmental, and Product Liability)
New York	278	<b>Antitrust</b> , Bankruptcy, <b>Corporate &amp; Finance</b> , Environmental, Financial Services, IP, <b>Litigation</b> (Complex Commercial, Product Liability, and Securities and Enforcement), <b>Real Estate</b> , Tax, and <b>White Collar</b>
San Francisco	64	<b>Corporate &amp; Finance</b> , IP, and <b>Litigation</b> (Appellate, Complex Commercial, Consumer Products, Environmental, Labor & Employment, Product Liability, and Securities and Enforcement)
Silicon Valley	19	Corporate & Finance and IP
Washington, DC	383	<b>Antitrust</b> , Bankruptcy, <b>Corporate &amp; Finance</b> , <b>Environmental</b> , <b>Financial Services</b> , <b>Government Contracts &amp; National Security</b> , IP, International Trade, Legislative & Public Policy, <b>Life Sciences &amp; Healthcare Regulatory</b> , <b>Litigation</b> (Appellate, Complex Commercial, International Arbitration, Product Liability, and Securities and Enforcement), <b>Real Estate</b> , Tax, <b>Telecommunications</b> , and <b>White Collar</b>

## Approximate Lawyer Count by Practice Group (as of 8/31/20)

Antitrust: 68 | Appellate: 18 | Bankruptcy: 17 | Corporate & Finance: 142 | Environmental: 33 | Financial Services: 13  
Government Contracts: 27 | IP: 94 | Labor and Employment: 7 | Legislative: 16 | Life Sciences and Healthcare Regulatory: 47  
Litigation: 310 | Real Estate: 55 | Tax: 37 | Telecommunications: 7 | White Collar: 50

## Excellence in Practice

- The American Lawyer's "A-List" has recognized the firm nine times since 2003
- The 2020 Vault Guide to the Top 100 Law Firms ranked Arnold & Porter 32nd
- Chambers USA 2020 named Arnold & Porter a "Leading Firm" in 47 practice areas; 92 attorneys were ranked as "Leading Individuals"

## Notable Clients

- Adobe
- Airbus
- AT&T
- Bayer
- Bristol-Myers Squibb
- Carnival Corporation
- GE
- Google
- HarperCollins
- Hershey
- Novartis
- Pfizer
- Samsung
- The Golden State Warriors
- Toyota
- Visa

## Pro Bono - One of the World's Leading Law Firm Programs

- Top-10 firm on The American Lawyer's 2020 "Pro Bono Scorecard" for both national and international pro bono work.
- National Law Journal Pro Bono Hot List (2018 and 2020).
- Arnold & Porter secured groundbreaking pro bono victories in 2019, including more than \$2 million in compensatory and punitive damages for Planned Parenthood; a landmark state court victory in a North Carolina redistricting lawsuit; and an immigrant rights victory in the high-profile 2020 census case.
- In 2019, our attorneys devoted 107,437 hours to a wide range of pro bono work.
- Attorneys are encouraged to work on at least one pro bono matter every year and devote up to 15% of their total hours to pro bono legal work.
- No cap on pro bono hours and up to 200 hours per year count towards the minimum hours expectation.

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## Summer Associate Program Highlights

### WORK ASSIGNMENTS

- Summer associates work on matters for both commercial and pro bono clients and have the opportunity to shadow attorneys on assignments.

### MENTORS

- Summer associates are assigned attorney mentors at varying levels of seniority who provide feedback and support throughout the program.
- 2020 summer associates were grouped into Virtual “Officemates” of 3-4 summers across our offices, which provided a layer of peer support and the chance to socialize with summer associates across the firm.

### PRACTICE GROUP AND CLIENT SPOTLIGHT PRESENTATIONS

- Led by practice chairs and partners in each of our practice groups and relationship partners for key clients.
- Spotlights are followed by small group discussions with associates so they can share their experience with summer associates and respond to questions.

### TRAINING PROGRAMS

- Our comprehensive and interactive training programs include mock negotiations, a Design Thinking Workshop, and a storytelling exercise led by senior litigators across the firm.

### SOCIAL

- We adapted our most popular in-person events for our 2020 virtual summer program, which included a cooking class, a paint night, and a trivia event.

## Summer Associate Program FAQs

<b>2020 Summer Associate Program 2Ls</b>	<b>Firmwide:</b> 63 2Ls <b>DC:</b> 23   <b>NY:</b> 23   <b>SF &amp; SV:</b> 7   <b>LA:</b> 4   <b>CH:</b> 2   <b>DEN:</b> 2   <b>HOU:</b> 2	All received offers
<b>2020 Summer Associate Program 1Ls</b>	CH: 1 (A&P Diversity & Inclusion Fellowship) DN: 1 (Colorado Pledge to Diversity Program) NY: 2 (A&P Diversity & Inclusion Fellowship and City Bar Fellowship)	LA: 1 (A&P Diversity & Inclusion Fellowship) SF: 1 (A2 Immersion Program in partnership with Adobe) SV: 1 IP-focused 1L.
<b>How can 2Ls apply for a 2021 Summer Associate position?</b>	If their preferred office participates in on campus interviews at their law school, we encourage them to apply through their school's Office of Career Services. If not, we encourage them to apply directly through our online application system on the Careers page of the Firm's website.	

### Diversity & Inclusion

- Chairman Richard Alexander shared Arnold & Porter's commitment to driving systemic change and promoting the recruitment, retention, and advancement of racially/ethnically diverse attorneys in the legal profession as well as social justice initiatives.
- Affinity Groups:
  - ACCORD: Attorney Community Championing Our Racial Diversity
    - BLAC: Black Attorneys of ACCORD Caucus
  - APCares - Parents & Caregivers
  - Pride: LGBTQ attorneys
  - VALOR: Veterans and Affiliates Leadership Organization
  - WISE: Women's Initiative for Success and Empowerment
- The Firm awards 1L Diversity & Inclusion Scholarships and Fellowships to qualified first-year law school students across the country, and also participates in the New York City Bar's Diversity Fellowship Program, as well as the Colorado Pledge to Diversity Program.
- Mansfield Plus Certification for Promoting Diversity in Leadership Pipelines (2020).
- Best Place to Work (2006, 2008-2020) *Human Rights Campaign*

### Professional Development

- The firm typically hosts 200+ in-house training programs annually including a New Associate Retreat, a Mid-level Leadership Forum, and a Senior Associate Leadership School.
- Three in-house career counselors are responsible for providing individualized counseling to all associates firmwide and are available to summer associates before and after the summer program.

### Benefits and Wellbeing Initiatives

- A&P Community Daily Meditation: Brian Israel, chair of the Firm's environmental practice, leads daily meditations for the Firm and friends (including 2020 summer associates and incoming associates).
- Weekly Virtual Yoga: The Firm offers a weekly virtual Yoga session that is open to 2020 summer associates and incoming associates.
- Technology equipment and office supplies were sent to interested attorneys and professional staff due to the Firm's virtual operating status during the pandemic.
- Additional benefits include: 18 weeks of paid leave to the primary caregiver of a newborn or newly adopted child; Ginger Behavioral Health Coaching; and Health Advocate, a medical “concierge.”

# Achieve Your Potential

Arnold & Porter

## 2020 Summer Program

70

Summer Associates

32

Law Schools Represented

8

US Offices

450+

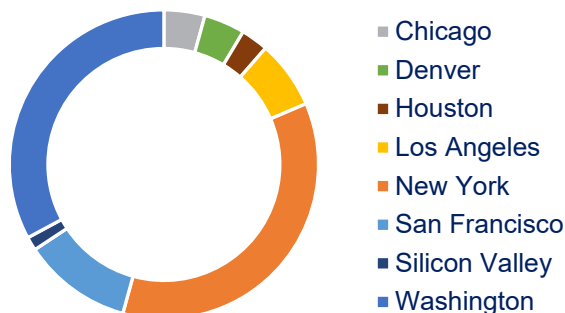
Participating Attorneys

180+

Work Assignments

200

Mentors



**“In light of all of the challenges, A&P still managed to put together an amazing summer program. I was able to connect with attorneys, learn about practice groups, and most importantly, I learned about A&P’s firm culture. Overall, it was a great experience.”**

—LA Summer Associate

## Summer Program Components

### Practice Group and Client Spotlight Presentations

- Led by practice chairs and partners in each of our practice groups and relationship partners for key clients
- Spotlights followed by small group discussions with associates who share their experience and respond to questions about practicing and associate life

### Interactive Training Programs

- Mock Negotiations
- Design Thinking Lab/Innovation Workshop
- Storytelling Exercise

### Work Assignments

- Summer Associates work on matters for both commercial and pro bono clients
- Opportunities to shadow attorneys on assignments

### Speaker Series

- Highlights interesting firm initiatives, connections, and alumni

### Pro Bono Spotlights

- Showcases the firm’s commitment to pro bono through lectures, discussions and training programs, and assignments for summer associates





My experience with the summer associate program was so enjoyable and valuable to me. I worked on interesting and diverse assignments, connected with many attorneys throughout the firm, and contributed to pro bono cases. In the midst of difficult times, I appreciate having had the opportunity to learn and grow as a future attorney in such a welcoming environment.”

—DC Summer Associate

## Attorney & Peer Mentors

Each summer associate was matched with 3-4 attorney mentors

Summer associates were also grouped into “virtual officemates” which provided an additional layer of peer support

## Virtual Social Events

We adapted some firm favorite in-person social events for our virtual environment, allowing our summer associates to get to know each other and our attorneys in a relaxed setting

**Cooking Classes** led by A&P attorneys

**Trivia Night** with mentors and virtual officemates

**Paint Night** led by artist and featuring paintings selected by our summer associates

## Testimonials

“With so many organizations canceling their programs due to COVID-19, the fact that A&P adapted and designed such a thoughtful and rewarding remote summer experience says a lot about the values of the firm. The entire team was professional, kind, and committed to making our summer a success.”

—NY Summer Associate

“Arnold & Porter exceeded my already high expectations. The firm does high-quality work in a ridiculous number of practice areas, has very strong niche practices related to government and international affairs, and is filled with genuinely nice, friendly, and approachable people. It’s Type A+ work without Type A+ personalities or egos.”

—SF Summer Associate

“I had a great experience with A&P this summer. I had welcoming mentors, completed interesting and substantive work, and got to know my fellow summer associates, even in our remote workplace. Our programming gave me a more detailed sense of the work that the firm does across various practice areas, industries, and geographic locations.”

—NY Summer Associate

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San Francisco | Seoul | Shanghai | Silicon Valley | Washington, DC

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## Diversity & Inclusion: Embracing Differences



**“We are committed to cultivating a workplace where everyone embraces and promotes diversity and inclusion as both a strategic business imperative and a core value.”**

**Anand Agneshwar**  
Partner & Diversity & Inclusion Committee Chair

### Diversity

The richness of everyone's viewpoints, experiences, cultures and backgrounds

### Inclusion

Behaviors, policies, and practices that support everyone in their efforts to achieve their full potential

## Core Values

- Excellence in the practice of law
- Adherence to the highest standards of ethics and professionalism
- Profound appreciation and respect for diversity and individuality among our colleagues
- Deep commitment to public service and pro bono

## Diversity & Inclusion Committee

Our firmwide Diversity & Inclusion Committee includes lawyers and senior professional staff, who represent a broad cross-section of the Arnold & Porter community.

## Affinity Groups

Arnold & Porter has the following affinity groups that foster community, provide training and mentoring, and promote career advancement:

- Attorney Community Championing Our Racial Diversity (ACCORD)
  - Black Attorneys of ACCORD Caucus (BLAC)
- APCares
- Pride
- Women's Initiative for Success and Empowerment (WISE)
- Veterans and Affiliates Leadership Organization (VALOR)

These voluntarily formed groups not only serve as internal networks, but also accelerate the attainment of professional and business development skills through enhanced mentoring opportunities and a variety of speaker programs. In addition, the groups help the firm identify strategies that support our diversity and inclusion efforts, while fostering a stronger sense of community within the firm.

## Select Recognitions

*The American Lawyer's* "A-List" has recognized the firm nine times since 2003

Association of Black Women Attorneys Diversity Award (NY) (2019)

BP's Diversity & Inclusion Firm of the Year (2019)

Chambers Associate, "Best Law Firms for Diversity" (2018, 2019)

Human Rights Campaign, Corporate Equality Index (2006, 2008-2020)

Mansfield Plus Certification (2018-2020)

National Asian Pacific American Bar Association, Law Firm Diversity Award (2018)

*Working Mother Magazine*, "100 Best Companies for Working Mothers" (2004-2020)

*Working Mother Magazine*, "Best Law Firms for Women" (2015-2020)

*Working Mother Magazine*, "Best Companies for Dads" (2019, 2020)

**We have a long history of taking on cases to redress injustice, whether in the criminal justice system, protecting the right to vote, defending those wrongfully persecuted by the government or protecting immigrants. Never has this work been more important or impactful.**

—Chairman **Richard M. Alexander** on the firm's commitment to driving systemic change.  
Read the full message [here](#).

## Social Justice Matters

Arnold & Porter regularly provides opportunities to engage and learn through formal and informal educational programming that deepen our community's understanding on a variety of topics. The following are highlights of some of our more recent programs:

- Peaceful Protest Q&A with Arnold & Porter Partners
- Change the World: Ten Rules for Allyship and Justice with Michelle Silverthorn
- Panel Featuring Members of the Department of Defense Working Group That Recommended the Repeal of the Military's Don't Ask, Don't Tell Policy
- In the Balance: The Promise of Title VII and the LGBTQ Community with Omar Gonzalez-Pagan, Senior Attorney and Health Care Strategist, Lambda Legal
- To the Stars: A Conversation with Pioneering Actor and Social Justice Activist George Takei

## Contact Us

To learn more about careers at Arnold & Porter and for a list of recruiting contacts, please visit us at <https://www.arnoldporter.com/en/careers/lawyers/how-to-apply>.

Brussels | Chicago | Denver | Frankfurt | Houston | London | Los Angeles | Newark | New York | San Francisco  
Seoul | Shanghai | Silicon Valley | Washington, DC



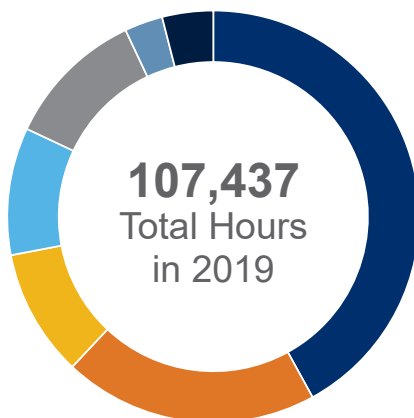
## Pro Bono: Bridging the Justice Gap

Whether working directly with underrepresented individuals to address their immediate legal needs or as part of an impact litigation team seeking to effect long-term institutional change, Arnold & Porter attorneys

commit to pro bono clients and causes with care and compassion. Pro bono is more than a professional responsibility for us—it is the reason why so many of our attorneys choose to make their professional home here.

## Pro Bono Work by Matter Type

We encourage our lawyers to devote 15 percent of their time to pro bono work across an array of litigation, transactional and regulatory matters throughout the firm.



- Impact Litigation** includes civil rights, gun control, voting rights, reproductive rights, racial discrimination, religious freedom, amicus briefs
- Poverty Law** includes landlord/tenant, veterans' benefits & discharge appeals, disability, domestic violence, special education, transgender name changes
- Transactional** includes nonprofits, microentrepreneurs, community & international economic development
- Criminal** includes death penalty, Innocence Project, Criminal Justice Act panel, appeals, Superior Court programs
- Immigration** includes affirmative applications, habeas petitions, removal defense, refugee relief assistance—individual representation only
- Environmental**
- Other**

In 2019, our Summer Associates contributed an *additional* 2,857 hours of pro bono work.

### Recent Impact Litigations of Note

- 2020 Census**  
Victory for immigration advocacy groups seeking removal of citizenship question [\[More\]](#)
- Planned Parenthood**  
Successful challenge of anti-abortion activists seeking to shut down the organization [\[More\]](#)
- Voting Rights**  
Congressional redistricting map struck down as unconstitutional gerrymander [\[More\]](#)
- Black Lives Matter**  
Lawsuit against the City of Denver charging police violence against protesters [\[More\]](#)
- Education Rights for Homeless Students**  
"First of its kind" consent decree in Missouri [\[More\]](#)

### Key Areas of Individual Representation

- Immigration**  
Asylum, BIA Appeals, U-Visa, VAWA, Special Immigrant Juvenile status, policy matters, impact litigation
- Affordable Housing**  
Landlord/tenant, homelessness, displacement due to gentrification
- Public Benefits**  
COVID-related unemployment benefits, veterans' benefits, disability appeals
- Transactional**  
Corporate, IP, real estate advice for nonprofits and small businesses
- LGBTQ Rights**  
Employment discrimination litigation, transgender name changes

610

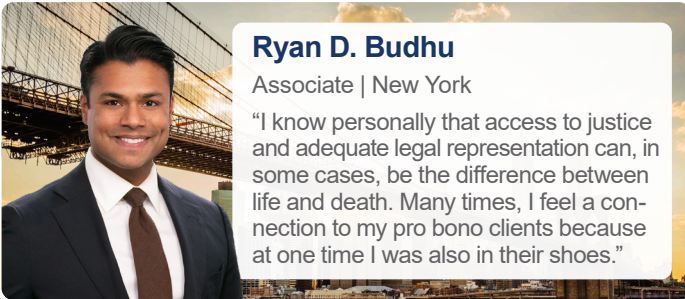
MATTERS

115

AVG HOURS  
PER ATTORNEY

**“We will continue to use the power of the law to protect the rights of all citizens, including those who are marginalized or whose voices go unheard.”**

— Richard Alexander, Chairman



**Ryan D. Budhu**

Associate | New York

“I know personally that access to justice and adequate legal representation can, in some cases, be the difference between life and death. Many times, I feel a connection to my pro bono clients because at one time I was also in their shoes.”



**Anya A. Havriliak**

Associate | Denver

“‘With great power comes great responsibility.’ Lawyers have a lot of power in our world, and with that power comes the responsibility to care for those less powerful.”



**Danielle I. Pingue**

Associate | Washington, DC

“I can’t imagine being at any other big law firm, and that’s because of the pro bono opportunities that are available here. If you’re open to taking advantage of them, the sky’s the limit on what you can do.”



**Oscar Ramallo**

Senior Associate | Los Angeles

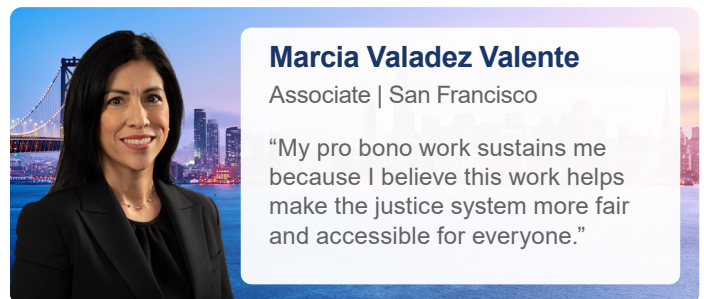
“I have been doing pro bono since I joined—the firm supports pro bono clients and expects them to get the same high quality services as paying clients.”



**Stephanna F. Szotkowski**

Senior Associate | Chicago

“I have been involved in all aspects of my pro bono cases, including strategy decisions or otherwise, since I was a junior associate. I take ownership of all of my cases, billable or pro bono.”



**Marcia Valadez Valente**

Associate | San Francisco

“My pro bono work sustains me because I believe this work helps make the justice system more fair and accessible for everyone.”



A-List (2020)

**THE AMERICAN LAWYER**

Pro Bono Scorecard Top 10 Firm  
(2020)

**THE NATIONAL LAW JOURNAL**

Pro Bono Hot List (2020)



Rule of Law & Access  
to Justice Award (2020)

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## Professional Development: Achieve Your Potential



### Targeted Developmental Opportunities

Thoughtfully designed initiatives are phased to meet developmental needs at three key stages of an associate's career: (1) Entry into the Firm—new and lateral associate mentoring, integration, practice and core skills development programs, including a firmwide retreat; (2) Mid-Level—more advanced practice specific and core skills trainings, and a leadership and management forum; and (3) Senior Associate—senior-level core skills, leadership and business development trainings.



### Formal Training

We offer a comprehensive training program designed to develop associates and help all attorneys stay abreast of changes in the law. In addition to practice-specific and core skills training—200+ in-house programs, we provide (1) AssociaTED Talks—for mid-level associates, with partner coaches, to refine public speaking skills, (2) Business development and client relations training, (3) Deal School—a mini MBA and negotiation workshop, (4) Deposition Skills Training—led by our most seasoned litigators, and (5) Trial School—an intensive multi-day workshop.



### Writing Resources

We believe writing is a skill that can be continually honed. All attorneys have the opportunity to work individually with our in-house writing coach, and many litigation attorneys participate in a monthly writing group which focuses on brief writing and overall prose strengthening.



### Experiential Learning

For on-the-job development of real-world skills, we sponsor the Associate Shadowing Program which provides associates with the opportunity to observe more experienced attorneys as they conduct hearings, negotiations, depositions, closings, and other strategic meetings.



### Career Counseling & Development

We were one of the first law firms to offer in-house career counseling. Today, we have three career professionals, who work one-on-one with attorneys to customize career-objectives and performance-enhancement strategies to help them achieve their professional and personal goals. In addition to the career counseling team, associates have yearly career development meetings with partners and counsel in their practice group to discuss their individual training needs and career objectives.

“There’s quite a bit of formal training you can attend, especially when you first start out—and not just on substantive law topics, but first-year survival lessons too, like what to do and what not to do.”

—Second-year associate (2019)

30+

partners and counsel, representing every practice group and office, designated as Professional Development Leaders.

75%

of our associates firmwide work 1:1 with our three in-house career counselors to develop and track career goals.

200+

proprietary, in-house training programs a year.

2+

mentors assigned to each associate.

3

learning and leadership modules for the key stages of associate development from entry-level through senior associate.

50+

hours per year, per associate to “shadow” more experienced attorneys.

## Contact Us

### Professional Development

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### Career Counseling

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# Achieve Your Potential

Arnold & Porter

## Virtual Interview Tips

### Interview Preparation

#### Research

- Utilize the firm's website, social media posts and recent press releases, which will provide an understanding of the firm's history, statistics, key clients and matters, goals and other relevant, unique information. NALP, AmLaw, Vault and your law school's Career Services team are also excellent sources of information.
- Contact law school alumni at firms you are most interested in, as they are likely to be willing to speak to you about their experience at the firm.
- Utilize 3Ls at your law school who recently spent their summer at the firm or employer.
- You should receive a list of interviewers the evening before your interview. Take a moment to review your interviewers' bios. If an attorney interviewing you is not in a practice area that interests you, they will still have a unique perspective on the firm and it's possible they are on your interview schedule because they are a member of the firm's Hiring Committee or involved in the summer program. Interview schedules can also change the day of, due to attorney conflicts, so please keep this in mind and be flexible.
- Familiarize yourself with the technology the employer is using for the interview.

#### Prepare

- Ask a friend or classmate to ask you interview questions in order to refine your responses.
- Take advantage of mock interview programs offered by your law school.

#### Questions

- Any information on your resume is "fair game" so be prepared to discuss your work experience, education, and any personal or professional affiliations or interests.
- During the interview you will likely be asked behavioral-based questions, because studies have shown that the most accurate predictor of future performance is past performance in similar situations. After reviewing the position description, consider how your work experience, participation in extracurricular or volunteer opportunities, or other general experience have prepared you for the position for which you are interviewing.
- Be prepared to answer questions about your interest in the firm as well as the geographic location.
- Prepare questions for your interviewers. Interviews are a two-way street. Employers expect you to ask questions; they want to know that you're thinking seriously about what it would be like to work there.

#### Online Presence

- Create a professional Internet presence. Your profile on Facebook, Instagram, Twitter, etc. should contain information that you would be comfortable with prospective employers viewing.



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## Interview Day

### Attire

- Wear professional attire. You may be at home but dress as you would for an in-person interview.
- Avoid patterns or jewelry that could take attention away from your interview and qualifications.

### Technology

- Check your self-view before the call. Ensure that you are centered, at eye-level, and in a well-lit location (the light should be in front of you, not behind you). If necessary, use books or a box to elevate your computer.
- Make sure your WiFi connection is stable and won't be disrupted for the duration of the interview.

### Virtual Space

- Project a professional and organized space: declutter the area in the camera view and be mindful of posters, images and pictures that are not business appropriate. A neutral-colored blank wall is best.
- Your virtual interview platform profile name should be your full name.
- Minimize distractions. Turn off phones and email alerts. If there are others in your home, let them know when you will be interviewing and that it would be best if they do not interrupt you.
- With that being said, most interviewers understand that dogs bark, children can be noisy, and there may be a distraction that is out of your control for any number of reasons. If this happens, it's OK. This type of situation can be used to highlight how you react under pressure.

## General Advice

- Project confidence through your body language. Sit up straight and make eye contact – look at the camera, not the interviewer or your own image. You can also hide your self-view if you find it distracting.
- Be yourself! Being genuine during interview conversations help employers relate to, and get to know, you.
- Respond honestly to the questions asked. Focus on your key strengths and why your background makes you uniquely qualified for the position.
- With any question you answer, it is important to tie your background to the job by providing examples of solutions and results you have achieved. Use every opportunity to address the requirements listed in the job description.
- Keep your answers concise and focused. Your time with each interviewer is limited.
- Ask open-ended questions, and listen carefully to the answers. If you are asked a question, ask clarifying questions if necessary to ensure you are responding appropriately. Paraphrase some of the information that has been given to you by the interviewer.
- Visual cues can be more difficult to read virtually. Pausing before answering the question posed by the interviewer will give you time to prepare your answer and should ensure they are done speaking.
- This is the first time that law firms are interviewing virtually as well. Flexibility, understanding, and humor are always welcome.