



UNIVERSITY OF VIRGINIA SCHOOL OF LAW
MORTIMER CAPLIN PUBLIC SERVICE CENTER

PUBLIC SERVICE

JOB SEARCH

&

RESOURCE GUIDE

2006-2007

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UNIVERSITY OF VIRGINIA SCHOOL OF LAW**

THE PUBLIC SERVICE CENTER

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PUBLIC SERVICE JOB SEARCH AND RESOURCE GUIDE

2006-2007

*There is no greater need than for educated men and women to point their careers toward public service
as the finest and the most rewarding type of life.*
-Robert F. Kennedy '51

Law students at the University of Virginia are dedicated to service. In 2006, approximately thirty-two graduates accepted positions in the public service sector, joining over 1,000 other Virginia Law graduates who have spent all or part of their careers in the public service sector. Graduates accepted positions with, among others, the Central Intelligence Agency, Colorado's and Georgia's Public Defender's Offices, U.S. Dept. of Labor, and the National Youth Law Center. Other graduates plan to pursue a career in public service after first completing a judicial clerkship. More than 100 first and second year law students accepted public service internships during the summer of 2005. With this *Guide*, we help you explore the world of public service and locate support available at the Law School for students considering public service for a career, a summer or for the duration of a pro bono project. The staff in the Public Service Center is committed to providing you with the individualized attention and resources you need to successfully navigate the world public service and pro bono.

The Public Service Center serves as the coordinating office for all of the Law School's public service and pro bono programs and as an information hub for both students and alumni. The Public Service Center is responsible for:

- * *developing and administering the Law School's voluntary 75 hour pro bono program;*
- * *developing job search and web site resources;*
- * *reviewing resumes and cover letters;*
- * *identifying potential employers;*
- * *developing panels which highlight aspects of public service legal practice and pro bono work;*
- * *assisting students and alumni with fellowship proposal development;*
- * *providing individual counseling and career planning to students and alumni;*
- * *and administering the Virginia Loan Forgiveness Program.*

In addition, the Center's staff maintains the Public Service and Career Library, which contains an extensive collection of public service materials including employer informational files, student job evaluations, alumni profiles, and a large number of public service employer guides. The Center also maintains bulletin boards which are continuously updated with articles about public interest law and pro bono.

Unsure about the Public Sector? DON'T FORGET TO DO PRO BONO

Students who are interested in pursuing careers in the public sector are highly encouraged to perform *pro bono* work during law school. The experience will also benefit students who do not intend to work in the public sector, yet who seek to enhance their advocacy skills while serving their communities. The Public Service Center encourages all students interested in *pro bono* work to start getting involved immediately.

Since 1999, the Law School's *Pro Bono Project* has encouraged students to volunteer at least 25 hours annually to a project or projects of their own choosing. The Pro Bono Project is administered by Kimberly Emery, Assistant Dean for Pro Bono and Public Interest, and is housed in the Law School's Mortimer Caplin Public Service Center. Emery and her staff assist students in locating pro bono placements and work in tandem with student organizations to develop projects such as the Rape Crisis Advocacy Project, Domestic Violence Project, and the Volunteer Income Tax Assistance. Students volunteer not only in the greater Charlottesville area but also throughout Virginia and the mid-Atlantic region. Projects are posted on the pro bono database on the law school web site. First-Year students who complete 25 hours of pro bono work in one year and Second-Year students who complete 50 hours in two years receive certificates of recognition. Graduating students who have completed at least 75 hours of pro bono work during their three years at the Law School are recognized in the commencement brochure and at an award ceremony during graduation weekend. A graduating student who has exhibited "an extraordinary commitment" to pro bono is also honored with the annual Pro Bono Award.

Beginning in 2005, the Law School has partnered with Richmond-based law firm of Hunton & Williams to provide pro bono services to low income clients. Student volunteers will be paired with pro bono attorneys from the firm to work on cases in the areas of asylum and family law.

In addition to providing much needed legal services to indigent clients and other under represented groups (it is currently estimated that 80% of all civil legal needs are unmet), pro bono projects allow law students to gain valuable practical experience. Working under the supervision of a licensed attorney, student volunteers can hone their legal research and writing skills, develop important client interviewing techniques, do policy analysis, case investigation, produce legal documents such as motions and interrogatories, and, with a third-year practice certificate, offer in-court representation. Doing pro bono work while in law school helps students better understand their professional obligation as members of the practicing bar to provide free legal services to those unable to afford an attorney. In addition, law students who do pro bono while still in law school discover how easily it can be incorporated into busy lives. Finally, a record of pro bono work allows you to demonstrate a public service commitment and to explore practice areas of interest.

*In the quiet hours, when we are alone and there is nobody to tell us what fine fellows we are,
we come sometimes upon a moment in which we wonder, not how much money we are earning,
nor how famous we have become, but what good we are doing.*

-A. A. Milne

Students in 2005-2006 contributed over 13,000 hours to their pro bono projects. Participation in pro bono work is voluntary and students decide their level of commitment. Projects can be short-term or last throughout the academic year. Winter and spring break projects are also available and can be accessed on the law school website.

THE PUBLIC SECTOR JOB SEARCH

For students seeking legal positions in the public sector, this *Guide* is designed to assist you with the three-step process for any successful job search:

- (1) Self assessment and goal definition;
- (2) Employer/market research; and
- (3) The job search process.

The public service sector is broadly defined and includes a variety of potential employers such as federal agencies, prosecutors, and city attorneys that may not be traditionally identified as "public interest" employers. Generally, any organization that has not-for-profit status and/or advocates for groups that have been historically under-represented by our legal system can be classified as a public service employer. There are also private law firms that have a "public interest" orientation to their practice, post-graduate fellowships, pro bono work in law firms, and the possibility of creating your own nonprofit organization. The possibilities for work in the public sector are almost limitless.

Step One: Self Assessment and Goal Definition, or *What do I really want to do with my law degree?*

Graduation from law school opens the door to an array of exciting careers. During your three years of law school, you will confront the challenge of deciding what type of legal career you want to pursue. Because the public service sector is so broad and the types of potential employers so varied, assessing your skills and interests is an essential part of a successful job search. Also, in a competitive job market, applicants who have defined their career goals have an advantage. Employers consistently report that one of the biggest turnoffs during the hiring process is interviewing applicants who lack focus and direction. You will be most successful in the job search process, if you apply for a position you know you really want.

Working in the legal profession will provide you with not only an income, but also a source of identity and self-esteem. An important first step in the successful career planning process is to define what is truly important to you and to identify the type of legal work you really want to do. Think about the qualities of those you admire, about the accomplishments that mean the most to you, and about what inspires you. Listed below are some questions to help as you begin the process.

- (1) Do you want to work directly with individual clients?
- (2) How much early responsibility do you want?
- (3) Do you want to spend a significant amount of your work day doing legal research and writing?
- (4) Do you prefer an informal or a highly structured work environment?
- (5) How important are financial rewards?
- (6) Do you prefer to work alone or as part of a team?
- (7) How many hours are you willing to work per week on a routine basis?
- (8) Do you prefer a variety of smaller assignments or one large project?
- (9) How important are employment related status and prestige?
- (10) Where do you see yourself in five years?
- (11) What work related skills do you enjoy using? What types of tasks do you prefer to avoid?

Career planning resources available in the Public Service & Career Library include:

- (1) *What Can You Do With a Law Degree? A Lawyer's Guide to Career Alternatives Inside, Outside and Around the Law*, Deborah Arron.
- (2) *Lawyers in Transition: Planning Life in the Law*, M. Byers, D. Samuelson, & G Williamson.
- (3) *The Call of Service: A Witness to Idealism*, Robert Coles.
- (4) *From Law Student to Lawyer, a Career Planning Manual*, Gary Munneke.

In addition to deciding what type of career you want to pursue, you will need to decide where you want to live. Local libraries and the Chambers of Commerce in your targeted cities can provide extensive information. The *Places Rated Almanac* and the cost of living indices for various cities are also excellent resources to consult when deciding where you want to live and work. Detailed information about crime rates, educational systems, and cost of living in many locations is also available on the web at www.homefair.com.

Step Two: Market/Employer Research, or, *How to Find employers that are right for you.*

You have done some self-assessment and have an idea of what type of work you want to do, now you need to find out which employers do that work and which employers might be interested in hiring you. Public service employers offer dramatically different types of opportunities. For example, working for a public defender in a rural community will be vastly different from working for a public interest advocacy group in a large metropolitan area. Listed below are brief descriptions of the main types of public service employers and the type of work that they do.

LEGAL SERVICES AND LEGAL AID

Many of these offices are supported with federal funds disbursed to local field programs through the Legal Services Corporation. Legal services attorneys provide representation to indigent clients on a variety of civil issues such as public benefits, domestic relations, bankruptcy, consumer, and landlord/tenant. These attorneys have large case loads and a great deal of client contact. Starting salaries are generally low, but these positions offer new attorneys early responsibility and the ability to make a real difference in the life of a poor client. Consult the National Legal Aid and Defender web site at www.nlada.org for additional information.

FEDERAL PUBLIC DEFENDERS

These offices are the counterparts of the U.S. Attorney's Offices and have jurisdiction over cases in federal court. They generally hire attorneys with several years of criminal litigation experience, typically defenders who are moving up from state or local offices.

STATE/LOCAL DEFENDERS

These offices represent indigents who are accused of a crime. Some jurisdictions do not have a public defender's office and indigent defendants are represented by court appointed counsel. Public defenders immediately gain trial experience and have significant client contact (i.e. visits to clients in prison). Public defender offices hire entry-level attorneys but smaller offices may not extend offers until after an applicant has taken and passed the bar. Applicants who have criminal litigation experience, moot court, or clinical work are most competitive. For additional information, consult the National Legal Aid and Defender web site at www.nlada.org.

NONPROFIT ORGANIZATIONS

These nonprofits generally focus their work on a particular substantive issue such as environmental protection or civil rights. These organizations may focus primarily on impact litigation as does the NAACP Legal Defense and Education Fund or the ACLU; directly serve clients like the AIDS Support Group; or focus primarily on policy work and legislative advocacy. These organizations are generally located in large urban areas such as New York City or Washington, DC. Because staffs are small, hiring is generally not entry-level, although internships and fellowship positions are available. PSLawNet also provides a comprehensive listing of public interest organizations which can be found at www.PSLawNet.org.

FEDERAL GOVERNMENT AGENCIES

These agencies are headquartered in Washington, DC, although many have field offices in cities across the country. Federal agencies offer different types of legal and nonlegal positions for lawyers ranging from litigation, legislation, policy analysis and enforcement in a wide range of substantive

areas. A balanced lifestyle is possible and attorneys are often able to work flexible schedules. The agencies typically have only a small number of entry-level positions, but almost all agencies hire summer interns and/or accept volunteers. Additional information about opportunities with the federal agencies can be accessed online (www.fedjobs.com, www.usajobs.opm.gov) or through individual employer web-sites (i.e. www.usdoj.gov/oarm). Three important resources for students interested in federal government opportunities are: the Government Honors and Internship Handbook; the Federal Legal Employment Opportunities Guide; and the Public Service Center's "Federal Agencies Links" web page. All of these resources are available through the Public Service Center's website under "Employment Resources."

The **United State Department of Justice** is the nation's litigator. It handles most of the civil and criminal cases for the federal agencies. DOJ hires entry-level attorneys and paid summer interns only through its Honors and Summer Law Intern Programs. In 2006-2007, the Department anticipates hiring 182 third year students/judicial law clerks for its Honors Program and up to 123 students for the Summer Law Intern Program (SLIP).

The application deadline for both the Honors Program and the Summer Law Intern Program is **Midnight, September 18, 2006**. The Department does not accept late applications. Applications are available online at the Department's Office of Attorney Recruitment and Management (OARM) web page at www.usdoj.gov/oarm. The unified application for both the Honors Program and SLIP will allow applicants to apply to both the Honors Program and judicial clerkships. Applicants who accept a judicial clerkship prior to completing the DOJ hiring process can transfer to the SLIP to do a summer internship or simply withdraw from the process and re-apply in the fall of their final year of a judicial clerkship.

Offers of employment will be made beginning in October with most offers being made in November. Honors Program candidates will be interviewed in Washington, DC. Most SLIP applicants will NOT be interviewed.

U.S. ATTORNEYS (FEDERAL PROSECUTORS)

U.S. Attorneys' offices have jurisdiction over federal crimes and also handle selected federal law civil cases. These offices do not hire directly out of law school and require new hires to have at least 2-5 years of experience. Most U.S. Attorneys' offices do have volunteer summer intern programs. Students can visit www.usdoj.gov for more information or www.usdoj.gov/usao/offices/index/html for a list of the offices' websites.

STATE ATTORNEYS GENERAL/STATE AGENCIES

Located in the capitol of each state, an Attorney General's Office is similar to the U.S. Department of Justice in that it has responsibility for representing the state and its affiliated agencies in criminal and civil matters. Like the U.S. Department of Justice, most attorney generals' offices are organized by areas of substantive law such as environmental, consumer protection, and employment. Assistant Attorney Generals have significant responsibility for their own caseloads and frequently develop expertise in several different areas of law. Opportunities for challenging legal work are also available in the specialized agencies of a state such as the Department of Environmental Quality or the Department of Social Services as more and more cutting edge legal issues are decided on the state rather than the federal level. Entry-level positions are available in some states such as Washington and

Oregon but prior experience is required in other states such as Virginia. The National Association of Attorneys General maintains a web site: www.naag.org.

STATE/LOCAL PROSECUTORS

State and local prosecutors' offices investigate and prosecute criminal cases. In Virginia, these prosecutors are called Commonwealth Attorneys while in other jurisdictions they may be called district attorneys or state attorneys. The local prosecutor will handle all "routine" criminal cases, while the State Attorney General's Office will typically handle cases with broader or "statewide" impact. In the District of Columbia, the U.S. Attorney's Office retains jurisdiction over the local prosecution of most kinds of criminal offenses. Generally, prosecutors have heavy case loads and gain significant trial experience quickly. There is little "desk" work, as most prosecutors are in court on a daily basis. Entry-level jobs in prosecutors' offices are competitive, and prior clinical or summer internship experience is preferred. Outside of the large urban offices, offers of permanent employment may not be made until after the applicant has taken and passed the bar. The National District Attorneys Association maintains a web site: www.ndaa.org.

LOCAL GOVERNMENT

Local government offices represent city and county agencies in most civil matters, including zoning, land use, employment, contracts, and welfare. City or county attorneys or corporation counsel provide legal and policy advice to local elected officials and municipal bodies. There are few entry-level positions outside of big city offices, such as the New York City Law Department.

CAPITOL HILL AND STATE LEGISLATURES

Attorneys serve as legislative assistants, legislative directors or administrative assistants for elected representatives and committee staffers. Committee staff positions generally pay more, but typically require several years of experience. Prior legislative or political experience is generally required. For web sites that list jobs on Capitol Hill, see: www.house.gov/jobs.html (U.S. House of Representatives); www.cbo.gov/jobs.html (Congressional Budget Office); www.loc.gov/help (Library of Congress); www.gao.gov/jobopp.htm (Government Accounting Office); www.HillZoo.com (comprehensive homepage of Capitol Hill that includes job postings).

PUBLIC INTERNATIONAL LAW

The major public service employers in the international arena are nonprofit human rights organizations such as Amnesty International and Human Rights Watch, the United Nations, or federal government agencies such as the U.S. Department of Defense, the U.S. Department of State, and the CIA. Finding an entry-level position with one of these organizations can be difficult. For example, positions with the United Nations and its specialized agencies, such as the World Health Organization, typically require a minimum of ten years of experience. Applicants also generally need to speak a second language and advanced degrees are helpful. Students interested in pursuing careers in international human rights should also contact Deena Hurwitz, Director of the Human Rights Program and the International Human Rights Law Clinic (924-4776, deena@virginia.edu, SL127) and/or Yared Getachew, Public Service Counselor (243-4318, yg2k@virginia.edu, SL245).

PRIVATE PUBLIC INTEREST LAW FIRMS

These law firms are generally small and have a substantive practice such as union-side labor law, plaintiffs' employment law, or environmental law that is public interest oriented. They tend to hire only sporadically and to pay salaries that are more comparable to those paid by public sector employers than to those paid by the larger private law firms.

PUBLIC INTEREST WORK IN PRIVATE FIRMS

There are now an increasing number of private law firms that have public service programs that allow their summer associates and/or associates to work for a limited period in a public sector organization with compensation. For example, King and Spalding will compensate up to 6 weeks of public interest work for summer associates in the Washington, DC or Atlanta offices.

If you are interested in this type of split, you should ask about the availability of such a program with each law firm with which you interview. In addition to King and Spalding, the following firms offer public service programs: Arnold & Porter (NYC); Bradley Arant Rose & White (AL and MS); Cadwalader, Wickersham & Taft (NYC); Crowell & Moring (DC); Day, Berry & Howard (CT); Hughes, Hubbard & Reed (NYC); Kelley Drye & Warren (NYC); Kilpatrick Stockton (Atlanta); Kirkpatrick & Lockhart (PA); LeBoeuf, Lamb, Greene & MacRae (NYC/DC); Miller & Chevalier Chartered (DC); Paul Hastings (NYC, DC, Atlanta, LA, SF, San Diego, CT and international offices); Shaw Pittman (DC); Shea & Gardner (DC); Shipman & Goodwin (CT); Steptoe and Johnson (DC); and Swidler Berlin Shereff Friedman (DC/NYC).

Obviously, opportunities in the public sector abound, and identifying employers and understanding how they hire requires patience and perseverance. You may find it helpful to limit your search by geography, by substantive practice area, or by both. The Internet has become a central resource in the public service job process. It can be a very helpful tool as you begin the task of researching public sector employers. It can also be used to review the work of a specific organization before you have an interview. Available web resources include web pages for individual employers as well as clearinghouse sites such as PSLawNet with links to a number of different employers.

CONFESSIONS OF PUBLIC SERVICE ALUMNI

You have started to explore the public sector and believe that a career as a public interest attorney may be for you, and now you can learn what law alumni who actually practice in the public service sector have to say about their jobs. A database of over 780 public interest alumni is maintained by the Law School Foundation's Alumni Association. To search for alumni who have joined the Alumni Career Network, visit the Alumni Career Services page from the Career Services Office home page (www.law.virginia.edu/career).

**Trial Attorney, U.S. Dept. of Justice - Civil Division
Washington, DC**

As a trial attorney with the Constitutional Torts Staff at the U.S. Department of Justice, I defend individual federal employees and the United States from damages claims. I am responsible for litigating cases across the country, but as with most civil litigation today, this primarily requires motions practice. I spend the majority of my time preparing (interviewing witnesses, conducting site visits) and drafting dispositive motions. The remaining time I spend on settlement negotiations, discovery (depositions, etc.), or other pre-trial tasks.

This position provides a good salary (reaching annual pay of \$100K within 3 years of entry on duty), good benefits (vacation time, retirement pay), great hours (40-45 hours a week), and great quality of life (limited travel, relaxed working conditions, considerable autonomy). The case load is reasonable (often only 7 or 8 cases at a time) in comparison to the U.S. Attorney's Office and it affords an individual the best opportunity to assume full responsibility for high profile cases immediately after graduation. The position also offers the rare opportunity to represent individuals rather than corporate or governmental entities. Outside of occasional oral arguments, this position provides few opportunities for courtroom experience.

**Staff Attorney, Southern Center for Human Rights
Atlanta, GA**

Representing death sentenced inmates and those facing capital charges is extremely stressful. There are not a lot of people who are sympathetic to the cause, the stakes are as high as they get, and I often feel that I am fighting an uphill battle. Yet, I could not imagine myself doing anything different. When I go to work everyday, I know that I am walking into an office filled with people who are committed to seeking justice. When I am feeling down, I look around my office at the cards and letters and drawings my clients have sent to express their appreciation for my work and I think about the special birthday lunches that their families have prepared for me, and I am reminded of why my work is so necessary.

People count on me to defend their and their loved ones' lives. I can be their friend as well as their voice, and sometimes that means more to them than anything. Knowing that what you do everyday is not only personally rewarding, but also makes a difference in the lives of those who most need your skills is something that money simply cannot buy.

**Assistant District Attorney
Philadelphia, PA**

A day in the life of a Philadelphia Assistant District Attorney (ADA), within the first two years, begins by going to the office to get the morning's cases that were prepared the night before. In the office, you might look over the files to make sure that further follow-up is not required. Then you proceed to court with the 30-60 cases for the day with your partner, another ADA. Before the judge takes the bench, you determine if your witnesses are present (police or civilians), make offers to the defense – if you are doing trials, pass discovery, quickly build a rapport with your victim and ask any outstanding questions you may have, and write notes to yourself as to whether you are able/ready to proceed to trial or preliminary hearing, all within 30 or so minutes. When the judge takes the bench, get ready to give the status (ready or not ready) in rapid-fire succession. If you are not ready, either ask for a continuance – explaining why, or prepare for discharge. If it is ready, you will simply pass by it to finish “status-ing the list” then come back to do the trial or preliminary hearing when the status has been given on every case. You then put on every ready case until they are finished. That can mean court is over at noon or at 5 o'clock, depending on how many ready cases there are.

Every case you have has to be marked, meaning that you have to write on the file cover exactly what happened with the case. If the case was not ready, and it was continued, you have to get it ready for the next court date by contacting the victim via letter or phone (if they weren't there), ensuring the police officers are subpoenaed, ordering additional discovery or chemical analysis, and any other necessary steps. After the file is marked and prepped, it goes to the support staff for them to do what they need to get it filed with the next court date. You may finish your “return work,” the marking and prep work, in court (it's quieter there) or back in the office. Once in the office, you need to finish your return work and return it to the staff; they move it along the conveyor belt. You then pick up your work for the next day to prep it. You make sure that the victims and police have been contacted and subpoenaed, if they haven't ... then do it – call victims and subpoena the police officers yourself. Make notes regarding the case: the witnesses you will need to be ready (both best case scenario – they actually show up and worst case the absolute minimum needed to proceed on some of the charges, if you can't on all); if there is any discovery outstanding or any issues requiring further follow-up; and anything else that you will need close at hand to answer the court's questions very quickly at the bar of the court. If you are assigned to a trial room the next day, you will need to assess the case and determine an offer to make to defense counsel to convey to the defendant to plead guilty. You will have to weigh the charges at hand, the impact on the victim or community, the defendant's criminal history, if any, and if you are in the juvenile unit, any problems that the defendant is having at home or school. You'll make a list of offers, so that you can quickly convey them to defense counsel in the morning.

Being an ADA is fun; you are in court every day fighting for everyone, victims and citizens at large. Upholding the laws of your jurisdiction is very rewarding; you represent the entire Commonwealth (State) and that is very important. I won't lie, there are long hours involved; the day described above is often in the 12-hour range, part of which may be spent prepping or doing return work at home which lessens the time spent in the actual office, but it takes a lot of time. The administrative prep work can be a drag, but it aids your cases in court. There is truly nothing like daily courtroom advocacy, though scary at first, it becomes second nature and you feel like you can't live without it.

**Skadden Fellow
Washington, D.C.**

For the last two years, I have had the privilege of working as a Skadden Fellow at Bread for the City in Washington, D.C. As a fellow, I had the chance to design my own job, a very unique opportunity. I planned a project that enabled me to work in Bread for the City's Southeast office, which serves a particularly underserved quadrant of the city, assisting low-income elderly and disabled individuals, as well as victims of domestic violence with enforcing their right to affordable housing.

On average, I represent between 35-45 clients at any given time. Some individuals have cases involving active litigation, while others need assistance in the form of advocacy. I may challenge denials from subsidized housing, assert reasonable accommodation requests for individuals with disabilities, assist individuals who have suffered from domestic violence receive emergency transfers to alternative subsidized housing, or defend against evictions resulting from the violence that a victim of domestic violence has suffered in her home. I may additionally defend against evictions brought on the basis of the federal "one strike" law, which permits public housing authorities to evict residents from public housing when any household member or even a guest engages in criminal activity. This law particularly harms the elderly, the disabled, and victims of domestic violence, whose reduced capacity to control the actions of others in their housing units can lead to eviction; therefore, I have been active in defensive litigation work as well as advocacy with the Housing Authority to create more tenant friendly regulations for implementing the "one strike" legislation.

I have also had the opportunity to work on broader advocacy issues that affect my client base. I have testified in front of city council on city policies and worked with a coalition of tenant attorneys on various city and Housing Authority policies affecting subsidized housing. One of the exciting aspects of my job is that every day is different and at least one totally unexpected event occurs each day. At Bread for the City, clients are frequently throughout the building to receive one of the various services we provide. Therefore, there is very little "down" time of silently sitting at a desk staring at a computer; there is always a lot of activity at Bread for the City.

Generally, in a week, I spend a couple days in D.C. Landlord/Tenant Court. In court, I argue motions, file answers, mediate cases, and sometimes try cases. Bread for the City conducts legal intake one afternoon a week, and during that time anyone wanting to seek the advice of a lawyer can come and discuss with us their legal issues. We may take on these individuals as clients, advise them, or refer them to another legal service organization. Intake can be sometimes draining because it involves hours spent listening to people's legal and sometimes non-legal problems, dilemmas, and emergencies. Sometimes I must tell someone that although he/she has a sad story, there is no legal remedy or that although he/she may have a valid legal claim, it is not the type of case we take at Bread for the City and therefore they will have to try another place. However, intake has a grounding effect. It allows all of us to get beyond the cases and clients we are working with and hear others' stories.

Often at some point during a week, I will also need to go to a client's home to investigate and gather potential evidence. Although this can be shocking and sometimes even frightening, I view it as a central element of my job. In my clients' apartments, I have seen ceilings that have collapsed, holes in the walls that go to the outdoors, heating that does not work in the coldest months of winter, apartments that have been flooded with a couple inches of water, and mold that has grown rampant throughout the apartment. Frequently, landlord/tenant cases revolve around a portion of rent that has been withheld and a number of housing code violations that exist on the property. By examining my clients' homes, I experience first-hand the substance of the cases on which I am working.

Although it can be difficult to work with individuals who are in the midst of difficult times, frequently even crises, I have witnessed how the involvement of a lawyer can make a huge difference in the outcome of a case. I therefore continually feel the value of my work reinforced. Needless to say, the reward of seeing my work affect a person's ability to stay in their home or to find alternative safe, affordable housing is indescribable.

Legal Fellow
The Reporters Committee for Freedom of the Press
Arlington, VA

Within my area, I write the amicus curiae briefs we prepare in-house, review and comment on the outside briefs we sign on to, answer calls for assistance or information to our Legal Defense Hotline, and write for our numerous publications and legal guides. I've been very lucky so early in my career to be able to participate substantially on some high profile media law cases and work directly with experienced media lawyers throughout the country. In the past two years I've written and filed briefs with the U.S. Supreme Court, the U.S. Court of Appeals in D.C. and Chicago, three state supreme courts, and other lower courts. Many of the briefs I've written have been joined by numerous major media companies and other non-profits.

I am usually the first person in the office in the morning, arriving at about 8am. This gives me a good hour to get through my e-mail, check the major newspapers and news Web sites for developments, and get organized while it is still quiet. After that, my day really depends on what I'm working on, and generally there is a good mix of all of the below happening at the same time. If there is something going on that has attracted a lot of attention, such as a reporter being subpoenaed or jailed, I'll spend a lot of time on the phone with journalists and lawyers explaining what is going on and what the law is, and writing press releases or news stories for our publications.

When we have identified a case that we want to file a brief in, I am responsible for everything from the initial contact with the parties through printing and mailing the brief to the court. Early in the process I spend a lot of time researching, outlining, and writing. As the brief starts to take form I'll start spending more time contacting other non-profits or media organizations in order to build and organize a coalition, and then trying to address comments and concerns from the other groups. Usually this process is lengthy but fairly smooth, although at other times it can be like herding cats. The day before the brief is to be filed, I'm making last-minute adjustments before printing and binding it to mail out. The most hectic this process has been was earlier this year when I was handed a case on a Friday for a brief that had to be filed on the following Wednesday. I wrote the entire 20-some page brief in about 5 hours on Tuesday morning.

When we are signing on to another group's brief, my role can be anything from co-author, to reviewing and giving comments, to organizing the other participants. During all of this there is a steady stream of calls to the Hotline from journalists who need legal advice or help finding a lawyer. When I can find time I also try to get out of the office to attend the court and Congressional hearings related to what I've been working on. I usually try to wrap up by 5pm when I don't have a brief or other major project going on, otherwise I'm here as late as it takes to get things done. Things are always busy and somewhat chaotic, but I almost always work a lunch break into my day. My co-workers have recognized that I am much better to work with when I am well fed.

**Staff Attorney
NAACP Legal Defense Fund**

As is the case with many public interest jobs, there really isn't a 'typical' day at the NAACP Legal Defense Fund (LDF). Although our legal staff is fairly small (about 12-15 attorneys), we have over a hundred cases on our docket that fall primarily in four main project areas: criminal justice, political participation/voting rights, economic justice, and education. Each of us is responsible for a handful of cases, and sometimes we work together with other attorneys in our office, sometimes with attorneys from other public interest organizations or law firms, and sometimes we're at it all alone.

Most of the cases on which I have been working are in federal court, and they involve issues of educational equity, school desegregation, and voluntary school integration. Because none of them are located in New York, work for me involves a fair amount of traveling—I usually spend one to two weeks of the month outside of the city, typically in the South. We might travel to consult with our clients; for investigations, discovery and depositions; to meet, negotiate and mediate; for site visits of school districts; and, of course, for court dates.

At any given time, the cases for which I am responsible can be at different stages of litigation—and active in them—so in the office I might be drafting a response motion in one case while also trying to review responses to discovery requests in another. One thing that I quickly learned at LDF about complex civil rights litigation is that the vast majority of it is not done in courts: it's done from behind desks, on computers, and over telephones. You negotiate, work with, and sometimes argue with opposing counsel on virtually every issue in order to move the ball forward just an inch. Although arguments on motions, status conferences, and other occasions for hearings are common, in my (admittedly very limited) experience, full-blown trials in these cases are exceedingly rare: you usually settle the case or have it dismissed or decided before a trial ever takes place.

In addition to work on active cases, LDF attorneys might also be working on non-litigation and/or consulting projects. With the courts increasingly unfriendly on civil rights, progressively more of our work is refocused on behind-the-scenes legal advising, long-term planning, case development, and research and writing. In many ways, this work can be as exciting and challenging (if not more so) than the actual litigation, as it involves us in the kind of hard thinking that impact litigation outfits like LDF have to do in order to use the law to advance social and racial justice. It also means, however, that the success of our work depends a lot on our own initiative to think creatively; even with fairly heavy litigation responsibilities, we have to continue to challenge ourselves to find time to take a step back and think about the big picture: what are we trying to accomplish, and how well are we doing at making our way there?

NETWORKING

Begin the process of employer research by contacting friends, family, alumni, classmates, Public Service Center staff, bar association contacts, former employers, and pro bono supervisors for advice and counsel. According to a commonly cited statistic, more than 80% of all jobs are found through networking rather than through the traditional job search processes of mass mailing or answering classified ads. There is nothing unseemly or inappropriate about asking your friends, family, alumni, or other professional contacts to assist you with your job search by forwarding your resume to those with hiring authority, alerting you to positions, or personally recommending you to an employer. The purpose of the job search is to communicate your qualifications to potential employers, and your personal network of connections is the best method for doing this.

INFORMATIONAL INTERVIEWS

Informational interviewing can be part of networking, but this technique is used specifically to find out more about a particular employer or area of law or to confirm your career choice (e.g. that you really do want to be a public defender in Miami). Informational interviews differ from employment interviews because the goal of the interview is not to get a job, but to get information. This type of interview is also a great way to get “inside” an organization that you think you are interested in and to check out the working conditions, the staff and the general office atmosphere. When requesting an informational interview, clearly explain that your purpose is information gathering not job hunting and reiterate this purpose at the beginning of the actual interview. Informational interviews do sometimes lead to a job, but an informational interview should not be used as a pretext for an employment interview.

To arrange an informational interview, write to the person with whom you wish to speak and explain where you got their name and your purpose in writing. Follow-up with a phone call to arrange a convenient time to meet. It is best to meet the person at his/her place of business, so that you can observe his/her work environment, but you can speak with him/her by phone if necessary. Keep the interview relatively short--20 or 30 minutes--unless the person with whom you are speaking with indicates a willingness to talk with you more extensively. Be prepared with a list of questions and ready to discuss the work of the organization in a meaningful way. As the interview is concluding, ask the person if he/she would be willing to critique your resume and if he/she knows of anybody else with whom you should meet. Ask permission to use his/her name when following up with any contacts he/she offers you. Promptly send a thank you note.

Listed below are examples of questions to ask during an informational interview. Open-ended questions (who, what, and where) will result in more detailed responses.

**How did you decide to practice this type of law?;*

**What do you like least/most about your job?;*

**For someone planning a career in this practice area what are the best law school courses to take? What summer positions would be most valuable?;*

**How is your field developing--are employment opportunities contracting or expanding?;*

**How many hours per week do you work--do you feel you have adequate time for family, community, and leisure activities?;*

**Would you make the same choices if you had it to do over? If not, what would you do differently?;
and*

**Where would you go if you had to leave your current position?*

**What is attrition like at your organization? Are the attorneys working there happy? Where do attorneys who leave typically go? Public Service? Private Firms?*

For summer positions, you will also want to ask about any available stipends, opportunities for court appearances, supervision and feedback on written work as well as the names of former interns that you can contact.

PUBLIC SERVICE RECRUITMENT

The recruitment process for public sector employers differs substantially from that of the large, private law firms. These differences can lead some students to conclude that there are no opportunities in the public sector. Public service employers do not have set hiring cycles like the private firms, and their hiring needs are generally dictated by budgets or anticipated vacancies. Many public service organizations lack the budget to employ legal staff in anticipation of growth or turnover and recruit only when a specific vacancy occurs. Others do not extend offers until after an applicant has either taken or passed the bar exam. Due to financial constraints and the inability to anticipate personnel needs or make hiring decisions in advance, most public service employers do not interview on-grounds at the Law School. Therefore, they are not as visible during the fall recruiting season as the private law firms. Offers for summer internships with public sector employers are generally made in the early to late spring, and the period of most intensive recruitment is between January and May, rather than in the fall semester.

Once you have decided to pursue a public service job, either for the summer or on a permanent basis, you must prepare yourself to engage in a job search that will take time, effort, and commitment. Although they pay much less than private law firms, that does not mean that public service positions are less competitive or easier to find. In fact, competition for most positions is fierce, and you will want to consider fellowships, internships, or pro bono as ways initially to get your foot in the door. If possible, consider applying in rural locales or other areas, where the competition for available positions is less extreme than it is in NYC or DC. While most public service employers do not recruit on-campus, many do solicit applications through the non-visiting or contact directly process. If you are committed to working for a public service organization, you assume responsibility for identifying, contacting, and following up with employers. It is essential to become an effective advocate for yourself and create a successful marketing strategy. The public interest job search process can be difficult, particularly because employers may not respond to your initial contact and several attempts at follow-up may be required. However, remember many graduates of this law school are happily employed in the public sector. Members of the Class of 2005 accepted jobs with, among others, the following employers:

- * Legal Aid Society of Hawaii;
- * Office of the Comptroller of the Currency;
- * Colorado Public Defender's Office;
- * U.S. Dept. of Labor; and
- * National Youth Law Center.

Job fairs can provide an opportunity for you to meet in person with a wide variety of public service

employers. E-mails from the Public Service Center will provide details about upcoming fairs. The Virginia Public Interest Job Fair will be held in late January, 2007 in Charlottesville, and the Equal Justice Works Career Fair will be held October 19-20, 2006 in Washington, DC.

MARKETING YOURSELF TO PUBLIC SERVICE EMPLOYERS

To succeed at marketing yourself to employers, you want to ask--“If I were this employer what would I be looking for in an employee?”--what skills?--what type of personality?--what type of life experiences? Unlike private law firms, public service employers are interested, not primarily in your grades, but in your commitment to their issues and/or clients. To increase your chances of getting an offer from a public service employer, become involved in activities that demonstrate your commitment to public service work.

Pro bono projects offer an excellent way to demonstrate commitment and to develop marketable legal skills. Public service organizations generally lack the resources of time and money to train people and prefer to hire students who have at least some experience. There are many opportunities while in law school to do pro bono work. Sample activities include:

- *volunteering for a local attorney or community service organization handling a pro bono matter;*
- *volunteering with a public service alum working on a pro bono case; and*
- *volunteering with one of the Law School's student run organizations such as the Domestic Violence Project programs or with the Virginia Environmental Law Forum.*

Participation in one of the many law school clinics is also an excellent way to develop important advocacy skills while also earning academic credit. Second and third year students may enroll in a variety of clinical programs which are supervised either by law school faculty or public interest lawyers. Currently, the Law School offers the following clinics:

- *Advocacy for the Elderly;*
- *Appellate Litigation;*
- *Capital Post-Conviction;*
- *Child Advocacy;*
- *Criminal Defense;*
- *Employment Law;*
- *Environmental Practice;*
- *First Amendment Law;*
- *Housing Law;*
- *Immigration Law;*
- *International Human Rights;*
- *Mental Health Law;*
- *Patent and Licensing I and II;*
- *Prosecution; and*
- *Refugee Law*

Public service employers are also interested in your life experiences prior to law school, especially previous community service projects or volunteer activities. Volunteer activities are particularly important if you do not work for a public service employer during the summer. Be prepared to answer questions about your commitment to public service if your resume does not clearly demonstrate your interest. The "personality fit" of any potential employee can also be important to a public service employer. For many of these organizations, limited funding means limited office space and support staff. Your ability to assume responsibility early and to work well with others in a small, crowded office can be critical. Personal recommendations can also help you get your foot in the door at many public service organizations--employers often find it easier to hire people they know, or those who are introduced to them by a trusted friend or colleague.

THIRD YEAR PRACTICE CERTIFICATES

Employers who are interested in hiring students with real life legal experience are favorably impressed by students who obtain a third year practice certificate. The Virginia State Bar's third year practice rule allows eligible law students, in the presence of a supervising attorney, to appear in court or before any administrative tribunal in Virginia. Under this rule, students can gain the actual in-court experience that will enhance their competitiveness for entry-level public service positions.

To obtain a third year practice certificate, students must satisfactorily *complete* at least four semesters of law school and *must have completed* all of the following courses: Civil Procedure; Criminal Law; Evidence; and Professional Responsibility. Students meeting the above requirements will need to be certified by the Assistant Dean for Academic Support and Registration that they are of good character and competent ability. *Applications for Law School Certification can be found in Student Records, SL107.* STUDENTS WHO NEED CERTIFICATION FOR A SUMMER POSITION MUST NOTIFY STUDENT RECORDS IN WRITING BY APRIL 15. *All aspects of the application process are handled by Student Records, not the Public Service Center.*

Students practicing under the third year practice rule must do so under the supervision of an attorney licensed in Virginia. Enrolling in the Law School's clinical programs or using the Public Service Center's pro bono database are two ways to find attorneys who will be able to provide the required supervision.

Step Three: Overview of the Public Service Job Search Process *or, How do you obtain a job with the employer you really want to work for?*

Having defined your goals and researched potential employers, you are ready to begin to contact those employers. The public service job search process generally (except for on grounds recruiters) requires:

1. Developing and sending a resume and a cover letter which details your interest in the job and the qualifications that make you the right person for that job (make your case with strong writing samples);
2. Following up with a phone call and requesting an interview if you are not contacted by the employer within two weeks after sending your resume and cover letter;
3. Having an in-person or phone interview with the employer. This is your chance to display your oral advocacy skills; and
4. Sending a thank you note and continuing to follow up with a phone call at least once a month until the employer has made a final decision.

Deadlines for public service employers vary widely and in many cases there may not be a formal application procedure. In general, the federal agencies, the larger prosecutors' offices, and many public service fellowships have fall deadlines. If you plan to interview over the winter holiday break, send your cover letters and resumes out in November in order to allow adequate time for follow-up in December. Interviewing trips to see public service employers are almost always at your own expense. However, public service employers, if you let them know when you will be in their geographic area, are usually willing to schedule an interview on short notice.

RESUMES

For public service employers who are not interviewing here at the Law School, the first step is to contact them directly by sending a cover letter and a resume. Your resume and cover letter are your first contact with the employer and possibly your only chance to convince them to grant you an interview. Resumes and cover letters are also regarded as writing samples and should be carefully proofread prior to mailing. Use your legal advocacy skills to develop and present your case for employment.

Public sector employers have different interests and goals than private sector employers, and your resume will need to reflect these differences. Below is a list of suggestions to help you effectively target public service employers (for general advice about producing a legal resume, consult the resume handout provided by the Career Services Office). The section on public service resumes in the *2005-2006 Public Interest Job Search Guide* (Harvard Law School), which is available in the Public Service and Career Library, also provides useful advice about developing a public service resume. The Public Service Center expects to receive the current job search guide in September 2006. It will be extremely helpful to look at a variety of sample resumes before you begin. After you completing a draft of your resume, bring it to the Public Service Center for review.

The function of your resume is to market you to employers; therefore, do not underestimate the importance of the initial impression your resume will make. The average employer will scan a resume for no more than 20-30 seconds. Your resume should be able to "sell" you at a glance. Look over your resume . . . Does it look uncluttered? Is the information regarding your educational and work experiences presented clearly? Have you included specific examples of community service and volunteer activities? Edit selectively and do not list every job you ever had or every club you ever belonged to--be selective and carefully describe those experiences the employer will be most interested in. The activities and experiences that you value most should have the longest descriptions.

Unless you have significant work experience, your resume should be no more than one page. Your resume should contain a section for education, experience, and any personal items likely to be of interest to the employer such as language skills. The education section of your resume should be listed first (until you have been out of law school for at least five years), followed by experience and then, space permitting, personal interests. The education section should include a list of honors and activities under each school entry and both the education and experience sections should be listed in reverse chronological order. Do not include GPAs or LSAT scores on your resume.

TIPS FOR CREATING A SUCCESSFUL RESUME

****Keep it Short and Succinct:** Use a one page resume unless you have significant work experience (i.e. ten or more years). Decide what is important to include, but do not use a tiny font and try to cram every bit of information about yourself into one page. Elaborate on the details in your cover letter or during an interview;*

****Your name goes at the top:** Include your address, e-mail, and phone number. Use your cover letter rather than your resume to let the employer know what type of position you are seeking (i.e. don't include a career objective at the top of your resume);*

****Make it look good:** Your resume needs to be visually pleasing and easy to read--leave adequate margins, be consistent with formatting, avoid excessive underlining, use italics, and leave plenty of white space. Employer and school names should be highlighted in bold. Don't use acronyms when listing your activities (i.e. P-CAP). Include short descriptions of honors, awards and student organizations;*

****Tell them what you did:** Use action verbs and specifically describe your prior work experiences so a potential employer will know what skills you have developed (i.e. drafted a motion to dismiss, deposed two witnesses). You will want to emphasize speaking and writing abilities and any leadership skills. Publications should be listed in a separate section;*

****Let them know how much you care:** Include any community service and volunteer activities to demonstrate your commitment to public service;*

****Tell them something about you:** If you have extra space, use it to list some of your special interests, hobbies or skills. Many employers are interested in any language skills or extensive travel. This section can also provide the interviewer with a source of "soft" questions to ask you during the initial stages of an interview. Make the geographical connection by listing your parents' or your permanent address along with your school address if it will help connect you to the employer;*

**Don't make them ask:* Do not include the redundant "References available upon request" at the bottom of your resume. Create a separate typed list of references to bring with you to the interview;

**Keep it current:* Do not include information about your pre-college experiences, except to highlight geographical ties to a particular area; and

**Keep it simple:* Produce your resume on quality bond paper. Acceptable colors are white, ivory or light grey. Your cover letter and resume should be on matching paper.

COVER LETTERS

The purpose of a quality cover letter is to give the employer a strong, positive sense of you as a person. The function of the cover letter is to introduce you to employers, to explain why you are contacting them, to highlight relevant skills and experience, and to request an interview.

Most cover letters are a page in length, although two page cover letters are acceptable. The cover letter should highlight your public service commitment and the reason for your interest in that particular employer. Cover letters should be targeted to specific employer, make clear that you know what that employer does, and that you are not mass mailing your resume. Do *not* address a cover letter to Sir, Madam, Whom it May Concern, Hiring Partner, or Recruitment Coordinator. Call the organization or check their web site to find the name of the person in charge of hiring. If you have a reference from someone who knows the employer, be sure to indicate that in your cover letter (e.g. "Joe Smith from the Sierra Club Legal Defense Fund suggested that I contact you").

Use the first paragraph of your cover letter to introduce yourself to the employer (i.e. "I am a second year law student at the University of Virginia School of Law"). You also want to let employers know why you are writing (e.g. "I am interested in your current opening for a legal aid staff attorney," or "Joe Smith suggested that I contact you."). In the second paragraph, describe your interest in the employer and the position. Use the third paragraph to tell employers why they should hire you and to let them know that you have taken the time and initiative to research their needs. Highlight important information about yourself, but do not simply repeat the information already contained in your resume. Your final paragraph should include a request for an interview. Let employers know that if you do not hear back from them in a reasonable amount of time that you will follow up.

TRANSCRIPTS AND WRITING SAMPLES

Some public service organizations require a transcript and/or a writing sample to complete an application. You should not include either in your initial mailing to the employer unless they are specifically requested. Grades are usually less important for public service employers than for private law firms and many public interest employers may not ask for a transcript, particularly if you are applying for a summer internship. However, these employers may be very interested in the types of courses (especially clinics) you have taken.

Your writing sample is critically important. Public service employers will carefully evaluate your writing sample because they do not have the time or the resources to teach you good legal writing skills. The writing sample you send should be high quality and contain no grammatical or typographical errors. It need not be on a topic of interest to the employer; the quality of the writing sample is far more important than the subject matter. However, you may be asked to discuss your writing sample in the interview so be

prepared to articulate your legal arguments and analysis. Unless specifically requested by the employer, your writing sample should not exceed 10-12 pages; a writing sample of 5-7 pages is generally preferable. You may send an excerpt from a longer legal writing memo, moot court brief, or a journal note. A sample of your written work for a summer employer is also acceptable if client confidentiality is not compromised.

REFERENCES

Your references should be listed in order from the strongest to the weakest. Include a short description next to each contact describing your relationship with that person. A list of three or four names and a mix of former employers and law school faculty is best. Choose people who know you well enough to talk about you in a substantive rather than superficial way. Addresses and phone numbers for all references should be current. Confirm with all individuals that they are willing to serve as a reference and provide them with a copy of your most recent resume. You should bring your reference list to all interviews and send the list to any employer with whom you have a phone interview. References should not be included in your initial mailing to an employer, unless specifically required as part of the application process.

FOLLOW-UP

Public service employers rarely have recruitment coordinators to manage the hiring process. Persistence in follow up is critical. Approximately ten days to two weeks after you mail your resume, call to verify that your materials have been received and to request an interview. Continue to contact the employer indicating your interest in the position until a final hiring decision is made. Develop a system to track the responses to each letter you send out and keep a calendar indicating when additional follow-up is required. Consistent follow-up does not mean making a nuisance of yourself, so keep phone calls to no more than one per month, unless there has been a change in your status that the employer needs to be informed about. If you receive a letter from an employer asking you to contact him/her again at a later date be sure to do so. Such a letter is not a rejection, but an invitation to keep in touch with the employer.

INTERVIEWS

Although most interviews are in-person, phone interviews are also acceptable to most public service employers if you are unable to afford travel costs. The winter holiday break is one of the best times to schedule interviews with public interest organizations. Because they are generally unable to pay travel expenses, most public service employers are willing to schedule an interview whenever you are going to be in their local area. If you are spending the holidays in a city where you would like to work, take advantage of being in town to interview.

Your goal for any interview is to convince the employer of your enthusiasm about the position and your ability to get the job done--this is your moment to shine! Talk openly about your interests, goals, and activities and have something substantive to say about all items listed on your resume. In addition, keep in mind the "high points" that you want to cover during the interview and bring them up yourself if the interviewer fails to ask you directly. The goal of the interview is to convince the employer to hire you, so wait until receiving an offer to ask questions about issues such as parental leave policies, vacation time, and salary ranges.

Typical interview questions may include: Tell me about yourself. Why are you here? How do

you handle stress? Who is your favorite author? Where do you see yourself in five or ten years? What is your greatest strength? Your greatest weakness? What classes did you like best and why? Why don't you have better grades? What contributions can you make to our organization? What would you like to know about us? It is important to have several questions to ask the employer as a way to demonstrate your interest and preparation. If you are interviewing with prosecutors and public defenders, you should be prepared to answer substantive criminal law questions, as well as case scenarios designed to assess your ethical judgement and your ability to handle pressure and stress.

Things to avoid in interviews with public sector employers

- *an arrogant or conceited attitude (treat all clerical staff respectfully);*
- *timidity or a lack of confidence;*
- *interrupting the interviewer or not listening carefully their questions;*
- *giving one word answers or not speaking except to answer questions from the interviewer;*
- *pretending to know more than you do or giving naive answers to questions;*
- *lack of clear career goals;*
- *complaining about a prior employer;*
- *inability to articulate why you are in law school or why you want to practice law;*
- *poor personal appearance (e.g. dressing informally because they are a public service employer);*
- *inability to articulate how you plan to compensate for a lack of relevant experience;*
- *lack of eye contact;*
- *lack of preparation-no idea of who the employer is or what they do; and*
- *lack of law school involvement (e.g. no clinics, journals, or pro bono activities).*

THANK YOU LETTERS

Promptly send a thank you letter to either the organization, or preferably to each person with whom you interviewed. Letters to individual interviewers should be personalized. Use the thank you letter to reiterate your interest in the employer and the position. Thank you letters may be either typed or handwritten.

CHOOSING AN OFFER

Most employers will give you at least two weeks to accept or reject their offer of employment. Once you receive the offer, you will want to ask detailed questions about supervision, training, work assignments, vacation, splits and any other concerns you might have. Don't hesitate to ask to speak with former interns or employees. If you receive an offer from an employer that is not your top choice, thank them graciously and ask for some time to consider, then contact your first choice employer and let them know that you have an offer from another employer. Many times this tactic will prompt your first choice employer into making an immediate decision regarding your application. If you decide to

decline an offer, be sure to do so promptly and graciously. The public interest world can be smaller than you think and you don't want to risk burning any bridges. Never decline an offer with a voice mail message and follow up your phone call declining the offer with a courteous letter letting the employer know of your continued interest in their organization. Finally, once you accept an offer, do not back out even if you later get an offer that you prefer. Such behavior is unethical and reflects poorly on both you and the Law School.

FINANCING YOUR PUBLIC SERVICE CAREER

Thou shalt not ration justice. -Learned Hand

Salaries in the public sector are generally significantly below those offered by the larger law firms. This doesn't mean that you can't survive, and even live quite well, as a public service attorney, but it does mean that you can't compare your salary to that of your friends working in private practice. Rather, you need to assess the value of quality work for causes that you care about, control over your cases and your schedule and the intrinsic value of being paid to do what you really want to do. In addition, many public sector employers have generous benefits to help compensate for the lower annual salary. Some benefits packages may be worth up to a quarter of your salary.

Students seriously considering a career in the public service sector should begin financial planning as early as possible. By keeping monthly expenses low, you can keep your law school loan debt to a minimum. If you have significant law school and/or undergraduate loans, you will need to calculate exactly how much you owe and how much your monthly payments will be in order to understand what the lowest annual salary you can accept will be. In addition to calculating your monthly loan repayment cost, you should consult the cost of living index for the area in which you are planning to live and determine the approximate cost of living for one month. What fixed expenses will you have? For example, would it be possible to avoid the cost of owning a car?

Investigate the options of forbearance and consolidation of your school loans. Forbearance is a particularly important option for recent graduates since it provides for postponement of all loan repayments through a period of underemployment or unemployment. Some helpful web sites include:

www.ed.gov

www.ratedexpro.net

www.finaid.org

U.S. Department of Education site on financial aid.

This sites contains information about mortgage rates and car loans. Law school financial aid resources and descriptions of available loan options.

The Law School, as part of its commitment to public service, provides several financial support programs for law students who accept low-paying public service positions.

VIRGINIA LOAN FORGIVENESS PROGRAM

The Virginia Loan Forgiveness Program (VLFP) assists graduates entering low paying public service employment with their law school educational loan obligations. VLFP is funded primarily by generous donations from graduates of the Law School. The Law School remains committed to the goal of making a career in the public sector a viable option for all of its graduates--even those with substantial educational loan debts. Details and an application can be found on the Public Service Center's page at www.law.virginia.edu.

PUBLIC INTEREST LAW ASSOCIATION (PILA)

The student-run Public Interest Law Association (PILA), provides funding for first and second year law students who accept summer public service internships that are either low-paying or nonpaying. In 2006, 59 students received a PILA grant and nearly \$220,000 was dispersed. Second year law students

receive approximately \$6,000 for 10 weeks of full-time work during the summer, and first year students receive approximately \$3,500. PILA makes awards on a competitive basis and requires a written application and financial statement. Students demonstrating both a commitment to public interest work and financial need receive priority for funding. Application deadlines are in November for second year students and in February for first year and second year students.

LINDA FAIRSTEIN AND THE MORTIMER M. CAPLIN PUBLIC SERVICE FELLOWSHIPS

These fellowships honor Linda Fairstein '72, former Chief of the Sex Crimes Unit, New York County District Attorney's Office, and Mortimer M. Caplin '40, Former Commissioner of the IRS. Each fellowship provides \$5000 to a rising third year UVA law student for his/her final year of law school and his/her first two years of employment with a public service organization. A strong demonstrated commitment to public service is required. Application information is provided to all rising third year students in early March. Recipients are announced in April.

POSTGRADUATE FELLOWSHIPS

Postgraduate fellowships are a wonderful way to land your initial job in the public sector. Since many public interest organizations lack the budget to hire new staff, fellowships can get your foot in the door. These fellowships are typically sponsored by the employing organization (e.g. Center for Reproductive Law & Policy or the EarthJustice Legal Defense Fund), by a law firm (e.g. Skadden Public Service Fellowship, www.skadden.com) or by an independent foundation (e.g. Equal Justice Works, www.equaljusticeworks.org, and the Independence Foundation). Most of these fellowships will have application deadlines early in the fall of the third year of law school. These fellowships are for one to two years and provide the fellow with a stipend and benefits. An applicant's demonstrated commitment to public service is an important factor in the fellowship selection process as is the quality of the sponsoring organization if one is required. A former summer employer is often an excellent choice for a fellowship sponsor. You will want to plan ahead to allow the time necessary to find a sponsoring organization and develop a competitive proposal. Fellowship applications, in general, are detailed and will require a lot of time and effort, including, in some instances, the need to develop your own project or plans to start your own nonprofit organization.

In addition to fellowships sponsored by employing organizations or law firms, the University of Virginia sponsors the Powell Fellowship in Legal Services. The Fellowship honors form Supreme Court Justice Lewis F. Powell, Jr. and awards \$35,000 plus benefits annually to a graduating student of the law school or to a judicial clerk to enable him or her to work in public interest law to enhance the delivery of legal services to the poor. Powell Fellows have been employed by the Maryland Legal Aid Bureau, DC Legal Aid Society, and the Legal Aid Justice Center (Charlottesville). Application information can be found on the Public Service Center's web site (www.law.virginia.edu/publicservice) under "Fellowships". Applications are due by Oct. 13, 2006.

Finally, for graduating students interested in employment with the Federal Government, the Presidential Management Intern Program (PMI) offers a two-year internship with various federal agencies. Students who wish to apply for the PMI Program must be nominated by the Director of Public Service. Upon completion of the two-year internship, PMIs may apply for permanent positions at the GS-12 level. Web: www.pmi.opm.gov.

For students considering trying to fund a position or their own organization with grants, the

Foundation Center, with offices in both New York and Washington, DC (as well as several other sites nationwide), offers extensive libraries and a database of foundations and other potential funders. They can be accessed at <http://fdncenter.org>.

Foundation Center
79 5th Avenue
New York, NY 10003
(212) 620-4230

Foundation Center
1627 K Street, NW 3rd Floor
Washington, DC 20006-1708
(202) 331-1400

Another resource for “seed money” is *echoing green*, a nonprofit that seeks to fund start-up public service organizations. Their web site is www.echoinggreen.org. In addition, the Council on Foundations has a web-site, www.cof.org, which contains information about how foundations work and maintains a listing of current job openings with foundations.

OTHER FUNDING FOR SUMMER INTERNSHIPS

Most of the summer fellowships that provide funding for law students working in unpaid or low paid summer internships with public service employers have deadlines early in the spring semester.

ABA Commission on Homelessness and Poverty/John J. Curtin, Jr. Legal Internship - This Fund provides a \$2,000 stipend for students selected to work for a bar association or legal services organization which focuses on the prevention of homelessness.

Web: www.abanet.org/homeless/curtin.html.

Asian American Bar Association of the Greater Bay Area – Offers funding to qualified summer law clerks to work on legal projects that provide free legal services to the Asian American community.

Web: www.aaba-bay.com.

Asian Pacific American Bar Association Educational Fund – Awards summer fellowships to students who work with public interest organizations that benefit either the Asian Pacific American community or the metropolitan Washington, DC. community-at-large. Instructions and applications are on-line. Web: www.aef-apaba.org/summer/summer.html.

Environmental Careers Organization – ECO offers a variety of paid internships in the fields of environmental law. Web: www.eco.org.

Equal Justice America Legal Service Fellowships – Pays a \$3250 stipend to students working for nonprofits providing direct civil legal services to the poor. PILA receives the funds to be distributed to UVA students. Therefore, apply to PILA if you want to be considered for Equal Justice America funding. Web: www.equaljusticeamerica.org.

Everett Public Service Internship Program – Sponsors more than 140 summer internships at more than 50 nonprofit organizations nationwide. Stipend is \$200 per week.

Web: www.everettinternships.org.

Federal Communications Bar Association Foundation – Awards at least four summer stipends to students employed as unpaid summer interns in communications positions in government offices. Stipend is \$2500. Web: www.fcba.org.

Goldmark Equal Access to Justice Internships, Legal Foundation of Washington State – Available to second year students and recent graduates interested in addressing the civil legal needs of the low income population of Washington state. Stipend is \$8500.
Web: www.legalfoundation.org/intern.htm.

Haywood Burns Memorial Fellowships for Social and Economic Justice/National Lawyers' Guild Summer Legal Internships - Funding is provided for a variety of Guild-sponsored projects. Stipends are approximately \$2,000 for ten weeks of work.
Web: www.nlg.org.

Hispanic Bar Association of the District of Columbia – Funds two fellowships for students to work in a not-for-profit legal services agency in DC. Stipend is \$3000. Web: www.hbadc.org.

Kellogg Child Welfare Law Institute–University of Michigan Law School – Offers summer fellowships in the child welfare field for up to 20 law students. After an initial training at University of Michigan Law School, students work for at least 10 weeks at on of the 11 Kellogg Families for Kids Sites. Provides a \$3500 stipend and transportation costs.
Web: www.law.umich.edu/CentersAndPrograms/childlaw/summerfellows/index.htm.

New Jersey Summer Public Interest Legal Intern Program - Approximately 20 paid positions are available with legal services offices throughout New Jersey. Stipends are \$350 per week for first years, and \$425 per week for seconds. Web: www.lsnj.org/internprog.htm.

Pride Law Fund Fellowship – Offers four funded summer fellowship opportunities for law students seeking experience in the areas of sexual orientation discrimination, and other issues of concern to the lesbian, gay, bisexual, and transgendered community. Web: www.pridelawfund.org.

Patrick Stewart Human Rights Scholarship–Amnesty International USA's National Field Project – Students can create an independent project or work for a human rights organization.
Web: www.amnestyusa.org/patrickstewart/.

Peggy Browning Fund Summer Internship– Provides fifteen summer internships with labor-related organizations throughout the country. \$4000 stipend for 10 weeks.
Web: www.peggybrowningfund.org/positions.html.

Pennsylvania Legal Services Martin Luther King Internship Program – Minority law students are assigned to local legal service programs across Pennsylvania.
Web: www.palegalservices.org/mlk_program_information.htm.

Public Interest Law Initiative (PILI)-Summer internship program for 1Ls and 2Ls. Must work for one of 45 participating Chicago area public interest organizations. Stipend of \$4,500 for 10-weeks of full-time work. Web: www.pili-law.org.

Robert Mazur Fellowship in Civil Liberties–The Nation Institute – enables a first year law student to pursue significant summer activities in the areas of civil rights or civil liberties.
Web: www.nationinstitute.org/awards/mazur/.

The Robert M. Takasugi Summer Fellowship Program – Two fellowships are awarded each summer—one to a student working in Southern California and one to a student working in Northern California. The stipend is \$5000. Phone: 415-553-9309.

Women Lawyers Public Action Grant Foundation – The Foundation makes grants to students for projects that make governmental and social services agencies more accessible and responsive to individuals or groups whose needs are not adequately met. A strong preference is given to projects that benefit residents of Southern California. The maximum amount of the grant is \$5000. Phone: 323-653-3325.

For more information on these and other summer funding sources, please check the PSLawNet web site, www.pslawnet.org. You may also consult the employment opportunities on CASE to locate additional employer-funded summer positions. Many of the federal agencies offer paid positions, particularly for second-year students.

PUBLIC SERVICE STUDENT ORGANIZATIONS

Students at the Law School participate in a number of public service oriented activities. Such participation is regarded by many potential employers as a sign of public service commitment. The following is a selected list of student organizations that provide pro bono or volunteer opportunities.

**Action for a Better Living Environment (ABLE) is a student-run service organization that provides mentorship, friendship, and support to underprivileged kids in the Charlottesville community on a consistent weekly basis. ABLE volunteers tutor children of all ages in reading and math after school or create one-on-one relationships with children by becoming “big siblings.”*

**Domestic Violence Project educates the law school community about issues of domestic violence through discussion panels, films, and other events. DVP volunteers also monitor domestic violence-related criminal justice proceedings in Charlottesville, Albemarle, and several other surrounding jurisdictions through the Shelter for Help in Emergency’s Court Monitoring Program, and assist the Commonwealth’s Attorney Offices of Charlottesville and of Albemarle in their prosecution of domestic violence cases by interviewing victims of domestic violence through the Commonwealth’s Attorney’s Project (CAP). In addition, DVP provides law student volunteers for the Central Virginia Legal Aid Society Pro Bono Domestic Violence Project (PDVP), organizes police ride-alongs, and more.*

**J.B. Moore Society for International Law’s primary objective is to contribute to the development of international law by fostering interest and understanding in the field. To promote that goal, the Society sponsors speakers, conferences, publications, an international moot court team, and pro bono human rights projects, as well as numerous other programs.*

**Legal Assistance Society is dedicated to helping underprivileged people in Charlottesville and the surrounding area. Through its six projects, the Domestic Violence Project, the Legal Education Project, the Migrant Farmworkers Project, the Native American Law Project, The Rappahannock Legal Services Clinic and the Volunteer Income Tax Association, LAS provides varied opportunities for its members to gain practical legal experience.*

**Public Interest Law Association (PILA) is dedicated to promoting and supporting public interest law among UVA law students. PILA provides fellowships to students who accept volunteer or low paying summer internships in public service, educates the law school community about public interest law, and serves as a support network for students interested in the public sector.*

**Rape Crisis Advocacy Project (RCAP) supports survivors of rape and sexual assault through advocacy, legal research, and education. Advocacy: Volunteer through SARA to provide direct support to survivors. Civil Litigation Project: Work with pro-bono attorneys to support survivor's non-criminal litigation. Publications for Survivors: Create sources to help survivors understand the legal system and their options. Community Education: Educate the Law School community about sexual violence. Legislative Advocacy Project: Change the antiquated laws regarding rape and sexual assault in both Virginia and federally.*

**Virginia Environmental Law Forum (VELF) is a student discussion group regarding environmental issues and careers. Also on their agenda is improving the environmental law curriculum and hands-on volunteer work at local nonprofit environmental groups.*

**Virginia Income Tax Assistance Program (VITA) helps low income and elderly residents of Charlottesville complete their income tax returns on Saturday mornings during tax season. Students receive training in how to provide assistance and are encouraged to come as often as their schedules allow.*

**Virginia Innocence Project Student Group (VIPS) recruits law student volunteers to investigate claims of innocence by prisoners in Virginia. The individuals who seek the help of VIPS have in almost all cases exhausted the remedies available under the legal system and are desperate for assistance. VIPS is operating under the guidance of the Washington, D.C.-based Innocence Project of the National Capital Region (IPNCR), which includes student groups from five other D.C.-area law schools, including Georgetown University, the University of Maryland, and American University. Since 1989, the Innocence Project groups established across the country have been responsible for 151 exonerations of innocent individuals, including eight in Virginia.*

CONCLUSION

The public service job search requires patience and hard work, but for those who persevere, the reward can be the job of one's dreams and the ability to serve the public good or to represent groups traditionally under represented by the legal system. The staff in the Public Service Center encourages you to explore the public service legal world and to call on us for assistance at any step in the process.

Appendix 1

Sample Resumes
and Cover Letters

TIFFANY MARIE MARSHALL

111 CEDARS COURT, APT. Z-1 ■ CHARLOTTESVILLE, VA 22903 ■ 434/222-9999 ■ TIFFANY@VIRGINIA.EDU

EDUCATION

University of Virginia School of Law, Charlottesville, VA

J.D. Expected May 2006.

- **President**, Public Interest Law Association
- **Executive Board Member**, The Center for the Study of Race and the Law
- **Liaison**, American Bar Association's Steering Committee on the Unmet Legal Needs of Children (2004-2005)

Honors and Awards

- The University of Virginia Raven Society Member
- Equal Justice Works Summer Corps Educational Award (2005)

Fellowships

- Linda A. Fairstein Public Service Fellowship
- Doris Buffett Fellowship from the Center of Children, Families, and the Law (Summer 2005)
- Dr. Carl M. Franklin Award for Public Interest Law (Summer 2005)
- Equal Justice America Fellowship (Summer 2004)
- Virginia Law Foundation Fellowship (Summer 2004)
- Ralph Bunche Summer Institute Fellowship (Summer 1996)

Hollins University, Roanoke, VA

B.A., Political Science and Spanish, May 1997. Graduated Phi Beta Kappa and with honors.

EXPERIENCE

Central Virginia Legal Aid Society

Aug 2005

Law Clerk

- Assist supervising attorney with preparations for child support, child custody, divorce and domestic violence cases.

Children's Law Center of Massachusetts

May 2005-July 2005

Law Clerk

- Represented clients in Individualized Education Program (IEP) and Section 504 Accommodation Plan meetings.
- Developed the Law Center's *Hearing Rules for Resolving Special Education Disputes* informational packet.
- Assisted supervising attorney with preparations for Care and Protection (C&P) and Children in Need of Services (CHINS) Hearings. Researched services in place for individuals aging out of the foster care and juvenile justice systems, including mental health and educational services.

University of Virginia School of Law

Jan 2005-present

Research Assistant

- Conduct research projects for law professor whose scholarly work focuses on education law and policy, civil rights, and social justice issues. Provided extensive research assistance on following law review article: *Elites, Social Movements and the Law: The Case of Affirmative Action*, 105 Colum. L. Rev. 1436 (2005).

Legal Aid Justice Center, JustChildren, Charlottesville, VA

May 2004-Aug 2004

Law Clerk

- Researched legal issues and wrote memoranda in connection with litigation involving high stakes testing and Virginia's public school accreditation standards.
- Drafted memoranda concerning the Individuals with Disabilities Education Act and its applicability to Virginia students with learning disabilities who require academic services during periods of disciplinary removal.
- Organized and maintained case files for clients in several state juvenile detention centers. Assisted attorneys in hearings with up-to-date client information and related follow-up.

Virginia Tech Upward Bound, Blacksburg, VA

May 2001-June 2003

Academic Counselor

- Provided direct academic and personal counseling services to at-risk and low-income high school students in assigned caseload via school visits, weekend tutorial sessions, and related program activities.
- Led college and financial planning workshops for students and families. Worked closely with high school guidance and college admissions and financial aid offices on behalf of students to ensure their successful matriculation into post-secondary education.

Allie Chungin Yang

222 Cedars Court Y-50
Charlottesville, VA 22903
allie@virginia.edu

EDUCATION: University of Virginia School of Law, Charlottesville, Virginia

J.D. Expected, 2006

- Public Interest Law Association, 2004 & 2005 Grant Recipient
- Virginia Journal of Law and Technology, Senior Editor
- Women of Color, President 2004-05
- International Rescue Committee, Volunteer

Yale University, New Haven, Connecticut

B.A. (Ethics, Politics and Economics), 2002

- Richard U. Light Fellowship (for language study in China)
- Korean American Scholarship Foundation Eastern Region Scholar
- Yale Hunger and Homelessness Action Project
- North Korean Famine Initiative, Executive Committee Member
- Dwight Hall Urban Fellow (internship with Urban Solutions, Inc.)

EXPERIENCE:

National Lawyers' Committee for Civil Rights Under Law, Washington, DC

Voting Rights Project Summer Intern, Summer 2005

- Researched and wrote legal memos, articles, and advocacy statements on election law-related issues including fraud, deceptive practices, ID requirements and electioneering for litigation and election reform efforts.
- Contacted potential plaintiffs and pertinent government offices.

South Asia Human Rights Documentation Centre, Delhi, India

Legal Research Intern, Summer 2004

- Edited and completed the Manual for Indian Criminal Law.
- Researched and authored a critical report on the National Human Rights Commission for Korea and wrote a position paper on methods of death penalty in India.

Rappahanock Legal Services, Fredericksburg, Virginia

Intern, January, 2004

- Conducted legal research and helped with client interviews.

Fox International Fellowship, Shanghai, China

Research Fellow, September 2002 - May 2003

- Conducted an independent research on "The Development of Women's Groups and Civil Society in China."
- Organized a student-led women's discussion group and coordinated a university-wide campaign at Fudan University.

LANGUAGES:

Fluent in Korean, Proficient in Chinese, Basic Spanish, Knowledgeable in Hindi

RYAN T. ALMSTEAD

CURRENT ADDRESS

1 McIntire Road, #10
Charlottesville, VA 22902
434-400-1000
ryan@virginia.edu

PERMANENT ADDRESS

1000 Half Circle Road
Germantown, NY 12526
518-888-1111

EDUCATION:

UNIVERSITY OF VIRGINIA SCHOOL OF LAW, Charlottesville, VA, J.D. Expected, May 2006
Mortimer M. Caplin Public Service Fellowship Recipient; Claire Corcoran Award for Public Service Recipient
Conference on Public Service and the Law: Co-Chair, 2004/05; Workshop Coordinator, 2003/04
Public Interest Law Association: Board Member, 2004/05; Grant Recipient, Summer 2004 & 2005
National Lawyers Guild: President, 2004/05; Member, 2003 - Current
Human Rights Program: Student Advisory Committee Member, 2003/04 & 2004/05
Migrant Farmworkers Project: Outreach Volunteer, 2003 - Current

UNION COLLEGE, Schenectady, NY, B.A. (English and History), *cum laude*, June 1999; Phi Beta Kappa Society

EXPERIENCE:

LEGAL AID SOCIETY OF HAWAII, Honolulu, HI, *Housing Unit Clerk*, Summer 2005

Supplied general client representation and legal research assistance in area of housing law. Drafted memo on application of state consumer protection act in residential landlord-tenant context. Researched use of § 1983 action in enforcement of Housing Act of 1937. Represented client in Section 8 Housing Choice Voucher grievance hearing.

LEGAL AID JUSTICE CENTER, Charlottesville, VA, *Civil Advocacy Program Clerk*, Summer 2004

Supplied general client representation and legal research assistance in areas of consumer, employment, housing, and public benefits law. Wrote brief and represented client in unemployment benefits appeal before Virginia Employment Commission. Co-wrote formal complaint to HHS on children's access to dental care. Researched Truth in Lending Act requirements for home mortgage loans and drafted demand letter to predatory home lender for violations thereof.

ED CURTIN ARCHAEOLOGY CONSULTANTS, Albany, NY, *Field Archaeologist*, August - November 2002

ST. SEBASTIAN'S COUNTRY DAY SCHOOL, Needham, MA, *English Teacher*, August 2001 - June 2002

KENNEDY SCHOOL OF GOVERNMENT, Harvard University, Cambridge, MA, *Financial Administrator*, April - December 2000

Provided financial management for existing public policy research grants. Collaborated with principal investigators on budget construction for new grant proposals. Provided general research assistance to research center fellows.

KENNEDY SCHOOL OF GOVERNMENT, Harvard University, Cambridge, MA, *Operations Manager*, October 1999 - March 2000

Researched various local public policy issues with research center fellows. Provided general research assistance to executive and associate directors of research center. Assisted in financial management of research grants.

COMMUNITY SERVICE:

LEGAL AID JUSTICE CENTER, Charlottesville, VA, *Pro Bono Project*, Winter Break 2004/05; Spring Break 2004

OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL, Albany, NY, *Pro Bono Internship*, Winter Break 2003/04

HOGAR DE ANCIANOS (Nursing Home), San Carlos, Costa Rica, *Volunteer and English as a Second Language Teacher*, January - March 2003

Sarah L. Conant

1111-9 Barracks Road
Charlottesville, VA 22901
sarah@virginia.edu
(703) 444 – 9999

EDUCATION

University of Virginia School of Law, Charlottesville, VA

J. D. Expected, 2006

- Virginia Animal Law Society (VALS), President and Founder
- Public Interest Law Association (PILA), Auction Director
- *Virginia Journal of Social Policy & the Law*, Editorial Board
- Conference on Public Service and the Law, Manager, Fall 2004 – Spring 2005
- Virginia Environmental Law Forum (VELF)

Bucknell University, Lewisburg, PA

B. A. (Animal Behavior (with Honors) and Philosophy), with Honors, 2003

- Senior Prize in Animal Behavior
- Senior Prize in Philosophy (W. Preston Warren Prize)
- Senior Prize in the Honors Program (Harold W. Miller Prize)
- Phi Beta Kappa Fraternity, Bucknell Chapter
- Independent research on primate tool use (non-invasive)

EXPERIENCE

The Humane Society of the United States, Animal Protection Litigation Section, Gaithersburg, MD and Washington, D.C.

Law Clerk, Summer 2005

- Researched legal issues and wrote memos on diverse areas of litigation
- Drafted legal documents and legislative proposals

Professor Jonathan Cannon, University of Virginia Law School, Charlottesville, VA

Research Assistant, Summer 2004

- Reviewed United States Supreme Court opinions on environmental law issues
- Interdisciplinary research on cultural aspects of environmentalism and the court

T&D's Cats of the World, Penns Creek, PA

Volunteer, Fall 2002-Spring 2003

- Performed park maintenance activities for local wildlife refuge facility
- Fed and provided medical care to animals

Admissions Office, Bucknell University, Lewisburg, PA

Tour Guide, Summer 2002-Spring 2003

- Led tours of campus to prospective first-year students
- Led tours and information sessions of Animal Behavior program and facilities

Jonathan D. Chananie

123 Ivy Drive #900 Charlottesville, VA 22903
434-222-5757 (h) 703-333-4747 © jon@virginia.edu

Education

- ▶ **University of Virginia School of Law**, Charlottesville, VA, May 2006.
J.D. (expected). Prosecution clinic, Public Interest Law Association treasurer, moot court.
- ▶ **University of Virginia**, Charlottesville, VA, May 2001.
B.A. with Distinction in Economics / U.S. History. Echols Scholar (honors program), Dean's List every semester, Intermediate Honors.

Experience

- ▶ *Intern, City of Charlottesville Commonwealth's Attorney's Office*, Charlottesville, VA, summer 2005.
First chair in general district and circuit court proceedings, including trials, bond hearings, probation violation hearings. Researched and drafted memoranda in opposition of motions to suppress for narcotics and malicious wounding cases, each resulting in favorable rulings.
- ▶ *Intern, U.S. Attorney's Office for the Eastern District of Virginia, Criminal Division*, Alexandria, VA, summer 2004.
Reviewed police and FBI case files, interviewed witnesses, and prepared reports for narcotics-related homicide case. Researched and drafted memoranda for home repair fraud case targeting elderly victims.
- ▶ *Sheriff's deputy, Madison County Sheriff's Office*, Madison, VA, 2004-present.
Police officer, Arlington County Police Department, Arlington, VA, 2001-2003.
Patrol duties in both jurisdictions include criminal investigation, warrant service, community outreach. Arrest record includes possession of forged public documents, possession of illegal narcotics, threats to kill by firebomb. Decorated for police response to September 11 terrorist attack. Earned "pistol expert" pin.
- ▶ *Intern, U.S. Attorney's Office for the District of Columbia, Gang Prosecution Section*, Washington, D.C., summer 2000.
Researched and drafted memoranda for only indictment in D.C. history for homicide with victim's body unrecovered. Assisted in preparation for R.I.C.O. trial with over 100 counts.
- ▶ *Volunteer, University of Virginia Student Health Center*, Charlottesville, VA, 1997-2001, 2003-present.
Read textbooks onto audiotape for vision-impaired students.

Awards and Publications

- ▶ Linda A. Fairstein Public Service Fellowship, 2005.
- ▶ Society of Cincinnati Scholarship, 2004, 2005.
- ▶ Paper *Physics of Karate Strikes* published in *Journal of How Things Work*, 1999.
- ▶ Winner of *Style Invitational* contest in *The Washington Post*, 1998.
- ▶ Presidential Scholar, 1997.

Activities

- ▶ Third degree black belt in Karate. Trained in other martial arts including Aikido, wrestling, boxing.
- ▶ Compete for University of Virginia pistol team.

111 Cedars Court, Apt. Z-9
Charlottesville, VA 22903
(434) 222-9999

January 6, 2005

Barbara Kaban
Deputy Director, The Children's Law Center of Massachusetts
298 Union Street
Lynn, MA 01903

Dear Ms. Kaban:

I am a second-year student at the University of Virginia School of Law. I write to express my sincere interest in working with the Children's Law Center of Massachusetts as an Intern for the summer of 2005. I learned of your organization when I participated in the Children's Law Network training program that took place at my law school in October. I met Brigid Kennedy-Pfister at that time and she encouraged me to forward my application materials for a summer internship with the Children's Law Center.

The efforts of your organization in providing legal services to children and their families and to train the individuals who work closely and most often with children are commendable. While I developed my interest in working with young people in college, my experience as an Academic Counselor with the Virginia Tech Upward Bound program solidified that interest. Upward Bound is a federally-funded program that works to encourage at-risk youth to matriculate from high school to college. Last summer, I worked as a Law Clerk with the JustChildren program in Charlottesville. As you are likely aware, JustChildren works to insure that young people in Virginia have access to the services and supports necessary to live successful lives in their communities. I remain in contact with the JustChildren staff, including the program's director, Andy Block, who supervised my internship. It was Andy who invited me to participate in the Children's Law Network events.

While clerking, I was able to complete several legal research and writing projects that assisted my supervising and other staff attorneys in trials and hearings and in pending class actions and other litigation. I was also fortunate to interact with clients directly and assumed responsibilities for several clients throughout the summer, including three young men imprisoned in the state's juvenile detention centers. I learned a lot from this experience and in addition to developing my research and writing skills, my experiences with JustChildren have lead me to want to explore how children are treated outside of Virginia. Your organization's work matches nicely with my past work and the type of work I envision doing as an attorney. It is my strong desire to continue to be an advocate for children. As such, I think my work with the Children's Law Center will be mutually beneficial. I should add that your work in educational matters is of special interest to me because I hope to eventually focus my work in children's law on the legal issues that children face in school systems.

I am enclosing my resume and a writing sample for your review. I would appreciate having the opportunity to interview with you at your convenience. You may contact me at the number above or by e-mail at tiffany@virginia.edu to set a meeting time. I look forward to hearing from you and thank you in advance for your consideration.

Sincerely yours,

Tiffany M. Marshall

Enclosures

Sarah Conant
1111-9 Barracks Road
Charlottesville, VA 22901

Lisa Boan
Human Resources Department
The Humane Society of the United States
2100 L Street, NW
Washington, D.C. 20037

Dear Ms. Boan,

I am a second-year law student at the University of Virginia and I am writing regarding the summer internship for 2005 with the Animal Protection Litigation Section of the Humane Society of the United States.

I have a long-standing personal interest in animal welfare. As an undergraduate, I received my B.A. in animal behavior, and I originally planned to continue my research in graduate school. I was particularly interested in pursuing research that could be applied to improve techniques for the maintenance and treatment of captive animals, with the goal of increasing their quality of life. However, as I inquired into various programs, I quickly discovered the lack of concern for welfare held by many in the scientific community. This realization, while not entirely surprising, was certainly discouraging. However, it proved pivotal in guiding me toward the conclusion that if my goal was to improve conditions for animals, then perhaps a career in law, rather than research, was the most effective path.

The features of the Humane Society that I find most impressive are the expertise and resources you have for advocating on behalf of animals. In addition, the success with which you are able to modify and change both state and federal law is inspiring. The organization's dedication to animal protection on a broad level is clearly shown by its reputation and national support. I am confident that a summer spent with you would be a rewarding and invaluable experience. It is an opportunity I would welcome.

I have enclosed my resume and a writing sample. If you require any additional information, please email me at sarah@virginia.edu or you can reach me by phone at (703) 444-9999. I look forward to further discussing the summer clerk position with you.

Sincerely yours,

Sarah Conant

Enclosure

123 Ivy Drive #900
Charlottesville, VA 22903
December 14, 2005

Calvin R. Depew, Jr.
Chief Deputy Commonwealth's Attorney
Virginia Beach City Commonwealth's Attorney's Office
2425 Courthouse Drive
Building 10B
Virginia Beach, VA 23456

Dear Mr. Depew,

I am a second-year student at University of Virginia School of Law. I write to apply for an internship with the Virginia Beach City Commonwealth's Attorney's Office for this summer.

I am applying because I want to be a criminal prosecutor when I graduate. I believe that my experiences as a police officer and as an intern with the United States Attorney's Offices for the Eastern District of Virginia and the District of Columbia would be applicable to a summer internship with your office.

Enclosed, please find my resume and a writing sample. I would be pleased to provide recommendation letters, grade reports, and other materials that would be helpful. As my resume indicates, I can be reached at 434-222-5757 or at jon@virginia.edu.

Thank you for considering my application.

Yours sincerely,

Jonathan D. Chananie

Enclosure

Appendix 2

List of Helpful Web Sites

LIST OF HELPFUL WEB SITES

Action Without Borders

www.idealists.org

Jobs, volunteer opportunities, and internships in a variety of countries.

American Bar Association

Center for Pro Bono and Public Service

www.abanet.org/legalservices/probono/home.html

Central and Eastern European Law Initiative (CEELI)

www.abanet.org/ceeli

Commission on Domestic Violence

www.abanet.org/domviol

Run by the ABA Commission on Domestic Violence. Lists events, national news, articles, Internet resources/links, and more.

Section of International Law and Practice

www.abanet.org/intlaw

American Society of International Law

www.asil.org

American Civil Liberties Union (ACLU)

www.aclu.org/jobs/jobsmain.cfm

Lists employment opportunities litigating, legislating, and educating the public on a broad array of issues affecting individual freedom in the United States.

Amnesty International

www.amnestyusa.org/contact/employment.html

Attorney Jobs: The National and Federal Employment Report Online

www.attorneyjobs.com

Child and Family Policy

www.igpa.uiuc.edu/CFP

The University of Chicago explains how to build a career in child and family policy issues.

The Civil Rights Coalition for the 21st Century

www.civilrights.org

The Council on Foundations

www.cof.org/Jobs

Nationwide listing of jobs within foundations.

echoing green Foundation

www.echoinggreen.org

echoing green is a non-profit foundation that provides seed money to emerging social entrepreneurs. The Foundation offers full-time fellowships to help fund public service projects at the emerging stage, before other funders are willing to help. This site includes information about the organization and how to apply.

Equal Justice Works

www.equaljusticeworks.org

Comprehensive web-site which includes information about Equal Justice Fellowships and summer internships. Also includes links to a variety of sites with helpful information on public interest organizations, job sites, AmeriCorps, government agencies and programs, and fund-raising.

Essential Information Web Server

www.essential.org

Clearinghouse site with hot links to a variety of public interest employers. Also includes list of useful books as well as job opportunities by location. Helpful general web-site on non-profits but not necessarily legal.

European Union

<http://europa.eu.int>

A great resource for NGOs.

Federal Careers Opportunities Bulletin

www.fedjobs.com

Federal Daily/Federal Employees News Digest

www.fedonline.com

Federal Jobs Digest Online

www.jobsfed.com

Federal Government Jobs

www.usajobs.opm.gov

The Federal Government's Office of Personnel Management announces all of its jobs across the country on this site.

Federal Government Agencies Directory

www.lib.lsu.edu/gov/fedgov.html

Web-site with links to federal agencies sorted by Executive, Judicial, Legislative, Independent Boards, Commissions, and Committees. Start here to understand the breadth of practice possibilities with federal agencies.

Federal Defenders of Eastern Washington and Idaho

www.fdewi.org

FinAid

www.finaid.org

This site provides information on financial aid, including an annotated bibliography of books and publications about financial aid.

The Foundation Center

www.fdncenter.org

Great site for students seeking grant funding or positions in philanthropy. Includes *Philanthropy News Digest* on-line which lists job opportunities in philanthropy, detailed grant maker information, and links to foundation web sites, as well as a guide to proposal writing and an on-line librarian.

Global Rights/International Human Rights Law Group

www.globalrights.org

Harvard Law School's Office of Public Interest Advising

www.law.harvard.edu/Students/opia

This site focuses on careers in public interest law and provides on-line publications about public interest careers.

HillZoo

www.hillzoo.com

A comprehensive homepage of Capitol Hill that includes job postings.

Human Rights First

www.humanrightsfirst.org

Human Rights Internet

www.hri.ca/jobboard

Contains listing of jobs in international law with the United Nations, foreign organizations, and NGOs.

Human Rights Watch

www.hrw.org/jobs

Human Rights Resource Center

www.hrusa.org

Idealist

www.idealist.org

Listings of nonprofit jobs and internships worldwide.

Immigration Lawyers on the Web

www.ilw.com

This web site is run by a private organization and serves both as an information-sharing resource for immigration advocates and as a resource for immigrants looking for information or for a lawyer.

International Career Employment Center

www.internationaljobs.org/hotjobs.html

Jobs in international relations, foreign policy, intelligence, and jobs for attorneys overseas.

International Center for Not-for-Profit Law

www.icnl.org

International Law Students Association

www.ilsa.org

International Non-Governmental Organizations

www.georgetown.edu/pdba/International/ngos.html

Comprehensive site with information on and links to the web-sites of a variety of NGOs working in areas such as human rights, international relations, the Internet, and racism.

International Volunteer Work

www.escapeartist.com/jobs/overseas1.htm

LawyersWeekly Jobs.Com

www.lawyersweeklyjobs.com

Best for browsers and those third years who are still in the market. Easy to search by state and includes both public sector and private sector listings. Permanent positions only - no internships. Offers free job alert e-mail service. New opportunities are posted weekly. Can search by state, job type, practice areas, etc. Includes a listing of contract positions.

Michigan Child Welfare Law Resource Center

www.law.umich.edu/CentersAndPrograms/childlaw/

Comprehensive site for the MCWLRC which focuses on improvement of the legal system's treatment of children. Site includes a limited job bank and a description of the Center's summer fellowship program, as well as links to other child advocacy sites.

National Lawyers Guild Jobs and Internships

www.nlg.org

Contains a listing of jobs and internships from progressive, social change, organizations.

National Legal Aid and Defender Association

www.nlada.org

NLADA is a membership organization for providers of civil legal services to the poor and defenders of indigent individuals accused of a crime. Site includes list of job opportunities by state with civil legal service or defender organizations, public interest organizations, and academia. Also includes relevant news clips and lists of publications, conferences, and training.

NGO Global Network

www.ngo.org

Probono.net

www.probono.net

This site provides a network linking volunteer lawyers throughout the country for the purpose of increasing legal assistance to the poor and under-represented.

PSLawNet

www.pslawnet.org

The most important job search engine you can use outside of CASE!! Excellent site for finding both summer internships and permanent jobs throughout the nation and worldwide. Once registered, students can search organizations and opportunities based on a number of criteria.

ReliefWeb

www.reliefweb.int

A project of the UN Office for Coordination of Humanitarian Affairs.

Skadden Fellowship Foundation

www.skadden.com

The official site of the Skadden Fellowship Foundation. Explains the fellowship process.

Soros/Open Society Institute

www.soros.org

Contains information about the programs and foundations funded by the Soros Foundation. Many programs are oriented to the field of criminal justice and reform of our legal system.

Sustainable Economic Activity Development

www.devjobsmail.com/sead/index.html

A non-profit microfinance institution formerly part of CARE Philippines.

Trial Lawyers for Public Justice/TLPJ Foundation

www.tlpj.org

Database with thousands of public interest organizations, lawyers' associations, law schools, and legal research tools.

Union Jobs Clearinghouse

www.unionjobs.com

United Nations

<https://jobs.un.org/elearn/production/home.html>

The U.N. Human Resources Department website.

United Nations Volunteers Program

<http://www.unv.org>

United States Department of Justice

www.usdoj.gov/oarm/index.html

Contains job listings as well as information and applications for the Honors and Summer Law Intern programs.

Appendix 3

2006 Summer
Public Service
Employers for
PILA Grantees

**2006 SUMMER PUBLIC SERVICE EMPLOYERS
FOR PILA GRANTEES**

Alaska Public Defender's Office
Anchorage, AK

Albemarle County Attorney's Office
Charlottesville, VA

Central American Legal Assistance
Brooklyn, NY

Central Virginia Legal Aid Services
Charlottesville, VA

**Charlottesville Commonwealth's
Attorney's Office**
Charlottesville, VA

**Charlottesville Public Defender's
Office**
Charlottesville, VA

**Charlottesville-Albemarle Public
Defender's Office**
Charlottesville, VA

**Children's Law Center of
Massachusetts**
Lynn, MA

Commonwealth's Attorney's Office
Virginia Beach, VA

DC Public Defender
Washington, DC

Equal Rights Center
Washington, DC

**Fredericksburg Public Defender's
Office**
Fredericksburg, VA

**Guardian ad Litem Program of
North Carolina**
Raleigh, NC

Human Rights First
Washington, DC

**International Criminal Tribunal for
Rwanda**
Arusha, Tanzania

International Justice Mission
Kampala, Uganda

Legal Aid Justice Center
Charlottesville, VA

Legal Aid Society of New York
New York, NY

Legal Services of Northern Virginia
VA

**Milwaukee County District
Attorney's Office**
Milwaukee, WI

National Labor Relations Board
Baltimore, MD

National Immigration Project
Boston, MA

The Nature Conservancy
Charlottesville, VA

Portland City Attorney's Office
Portland, OR

Public Counsel Law Center
Los Angeles, CA

Salt Lake Legal Defenders
Salt Lake City, UT

Sarajevo War Crimes Court
Sarajevo, Bosnia

**Senate Health, Labor, and Pensions
Committee**
Washington, DC

South Brooklyn Legal Services
Brooklyn, NY

Southern Migrant Legal Services
Nashville, TN

**The Swedish International
Development Agency**
Guatemala

**Thomas Jefferson Center for the
Protection of Free Expression**
Charlottesville, VA

Trustees for Alaska
Anchorage, AK

U.S. Attorney's Offices

- Montgomery, AL
- Sacramento, CA
- Washington, DC
- Grand Rapids, MI
- Houston, TX
- Portland, ME
- Philadelphia, PA
- Charlottesville, VA

U.S. Dept. of Justice

- Washington, DC
- Child Exploitation Issues
- Criminal Fraud Section
- Environmental Crimes
Section
- Environmental and Natural
Resource Division
- Office of Overseas
Prosecutorial Development,
Assistance, and Training
- Office of Special
Investigations - Criminal
Division

**Virginia Capital Representation
Resource Center**
Charlottesville, VA

Virginia Justice Center
Charlottesville, VA

Appendix 4

List of Action Verbs for Resume Writing

RESUME ACTION VERBS

Below is a list of action verbs to assist you in describing your experiences and accomplishments:

accelerated	constructed	explained	measured	reproduced
accomplished	contacted	explored	mediated	researched
achieved	continued	facilitated	modeled	resolved
acquired	contracted	figured	modified	responded
activated	convened	financed	molded	restored
adapted	conveyed	focused	monitored	retained
adjusted	coordinated	forecasted	motivated	retrieved
administered	corresponded	formed	named	reviewed
advised	counseled	formulated	negotiated	revised
allocated	created	fostered	observed	rewrote
analyzed	critiqued	founded	obtained	routed
annotated	decided	functioned	operated	scheduled
anticipated	defined	generated	ordered	searched
applied	delegated	governed	organized	selected
appraised	delivered	grouped	originated	served
arranged	demonstrated	guided	outlined	shaped
articulated	derived	helped	oversaw	shared
assembled	designed	identified	perceived	showed
assessed	detected	illustrated	performed	simplified
assigned	determined	immunized	persuaded	solicited
authored	developed	implemented	planned	solved
balanced	devised	improved	planted	specified
briefed	directed	increased	presented	spoke
budgeted	distributed	informed	presided	stimulated
built	drafted	initiated	printed	structured
catalogued	edited	instituted	produced	studied
categorized	educated	instructed	protected	supervised
chaired	effected	interpreted	provided	supported
clarified	elicited	interviewed	publicized	synthesized
cleared	encouraged	introduced	questioned	targeted
coded	established	invented	raised	taught
collaborated	evaluated	investigated	recommended	tested
compared	examined	judged	recorded	trained
compiled	executed	led	recruited	translated
completed	exhibited	listened	reduced	tutored
composed	expanded	maintained	rendered	updated
computed	expedited	managed	repaired	utilized
conducted	experienced	marketed	reported	verified
consolidated	experimented	mastered	represented	wrote