PUBLIC SERVICE JOB SEARCH
RESOURCE GUIDE

PUBLISHED BY
THE MORTIMER CAPLIN PUBLIC SERVICE CENTER
August 2007
OUR MISSION

There is no greater need 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
Virginia Law ’51

The University of Virginia School of Law strives to uphold Thomas Jefferson’s conviction that lawyers have a special obligation to serve the public interest and is committed to upholding its founder’s ideal of public responsibility to nurture the civic virtues that support it: integrity, civility, and service.

The Mortimer Caplin Public Service Center is the School’s focal point for public service programming and outreach. The Center oversees the law school’s pro bono program and provides individualized counseling to students and alumni. The Center also undertakes several projects throughout the year, a few of which include coordinating the annual Public Interest Interview Week; organizing panels and workshops, and coordinating public service fellowships, internships, and awards.

Virginia Law has a long tradition of preparing students to serve the public interest in various capacities. The Pro Bono Project encourages all students to perform at least 25 hours of free legal work annually. In a typical year Virginia law students contribute almost 13,699 hours to assisting indigent clients and nonprofit organizations. In addition to more than seventeen law school clinics focusing on areas such as child advocacy, housing, criminal defense, capital punishment, environmental protection, and international human rights, the pro bono project offers students practical experience in public interest law.

The School of Law’s commitment to public service and to its students continues beyond law school. The Virginia’s Loan Forgiveness Program removes the burden of debt repayment from students who choose public service careers, making virtually any career a practical possibility. The Law School also offers several fellowships to alumni who pursue careers in public service law and to current students who work in public service during the summer.
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I. THE MORTIMER CAPLIN PUBLIC SERVICE CENTER

Mortimer Caplin ('40)
Former Commissioner of Internal Revenue

A. ABOUT MORTIMER CAPLIN

Mortimer Caplin holds B.S. and LL.B. degrees from the University of Virginia, and Doctor of Juridical Science degree from New York University. First in his class at UVA School of Law, and Editor-in-Chief of Virginia Law Review, Mr. Caplin served as a law clerk to U.S. Circuit Judge Armistead M. Dobie. He then practiced law in New York City from 1941 to 1950, with time out for military service in the U.S. Navy. During the Normandy invasion he served as U.S. Navy beachmaster, cited as member of initial landing force on Omaha Beach.

In 1950, Mr. Caplin returned to UVA as professor of law, specializing in tax and corporate law and publishing extensively in these fields. He also engaged in practice as counsel to a Virginia law firm. Following President John F. Kennedy's election, Mr. Caplin served on the President's Task Force on Taxation and in January 1961 was appointed U.S. Commissioner of Internal Revenue. He remained in that post until July 1964 when he resigned to form the law firm of Caplin & Drysdale.

Mr. Caplin has served as Trustee of many educational and charitable organizations: UVA Board of Visitors; UVA Law School Foundation; George Washington University; Board of Overseers, University of the Virgin Islands; Peace Through Law Education Fund; Arena Stage; Shakespeare Theatre; Wolf Trap Foundation.

Mr. Caplin served for over 10 years as Chair, UVA Council for the Arts and recently was named Honorary Chair. He now serves on Governing Council of UVA Miller Center of Public Affairs; board of directors, Environmental & Energy Study Institute; Chair, Board of Advisors of the Hospitality & Information Service, Washington, D.C. He is also on the board of directors of Danaher Corporation and Presidential Realty Corporation.

Mr. Caplin has deep commitments to public service, teaching and the educational process itself. His contributions have been recognized by numerous organizations over many years. Most recently, he was presented with the Thomas Jefferson Medal in Law, University of Virginia’s highest honor. On leaving the U. S. government, he received the Alexander Hamilton Award, the highest award conferred by the Secretary of the Treasury for his "distinguished leadership." He is also the recipient of the Achievement Award from the Tax Society of New York University; Judge Learned Hand Human Relations Award, American Jewish Committee; Tax Executives Institute Distinguished Service Award; Veterans of Foreign Wars Public Service Award; Virginia State Bar and Virginia Society of Certified Public Accountants Award. Mr. Caplin is Professor Emeritus, University of Virginia, after having served as Professor of Law (1950-1960) and Visiting Professor of Law (1965-1987). Mr. Caplin is the founding member of Caplin & Drysdale, one of the nation’s leading tax law firms.
B. COUNSELING

Located on the second floor in Slaughter Hall (SL 249) the Mortimer Caplin Public Service Center is open Monday to Friday, 9:00 A.M. – 5:00 P.M. The Public Service Center & Career Library is located on the second floor in Slaughter Hall, and is open Monday – Friday, 8:30 – 5:00 PM.

Requests for counseling may be made by e-mailing the Public Service Center at publicservicelaw@virginia.edu, or by calling (434) 924-3883, or by stopping by the Public Service Center in Slaughter Hall (SL 249). Students are required to read this guide prior to scheduling a counseling appointment.

C. THE STAFF

Kimberly Emery ('91) Assistant Dean for Pro Bono & Public Interest
probono@law.virginia.edu

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D. CONTACT INFORMATION

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Charlottesville, Virginia 22903-1789
II. THE PRO BONO PROJECT

Virginia Law believes that introducing law students to public service through a formalized pro bono program provides them with the skills and values needed to promote a lifetime commitment to law-related community service. Instilling this ethic of service is vitally important to ensuring access to justice as the need for free and low cost legal services continues to rise. Pro bono, in addition to providing much-needed legal services to indigent clients, also offers law students structured opportunities to gain valuable practical experience, such as legal research and writing, client interviewing techniques, and other investigative and advocacy skills.

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 assists students in locating pro bono placements and work in tandem with public interest student organizations to develop projects. 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.

A. WHAT TYPE OF WORK COUNTS TOWARD THE 75-HOUR PRO BONO CHALLENGE?

In order to count for the pro bono challenge, the volunteer work must be unpaid, law-related, and supervised by a licensed attorney or a Law School faculty member. The work must be completed during the academic year or over the winter/spring breaks and may not be used to gain academic credit. Summer internships, whether paid or unpaid, do not qualify. However, qualifying volunteer work done above and beyond the course of the normal internship or academic clinic may be counted. Law-related work with a UVA Law pro bono or public service student organization may also qualify. Student volunteers must submit a work log in order for their hours to be appropriately recorded for the challenge.

If you have questions about whether or not a specific project would qualify for the pro bono challenge, please contact Dean Emery at lawprobono@virginia.edu.

Law students Kate Stanley (’06) (left) and Meredith Horton (’07) assisted former death row inmate Earl Washington, Jr.’s successful claim that a police officer fabricated evidence during his trial.
B. THE PRO BONO NUMBERS 2006-2007

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<th>Description</th>
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<td>299</td>
<td>Number of Students who logged Public Service Hours</td>
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<td>13,688</td>
<td>Total Pro Bono Hours Logged:</td>
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<td>61</td>
<td>Number of Third-year students who met the challenge</td>
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C. HOW TO LOCATE A PRO BONO PROJECT

Students may use the Law School’s pro bono database to apply to projects, volunteer through a student-run public service organization, or participate in one of the following:

- **Access to Justice Partnership** – Students will be paired with members of the local bar and trained to do client intake and case follow-up on site at the Legal Aid Justice Center.

- **Child Health Advocacy Program** – Students who volunteer for a year are trained to do legal intake and case follow-up with patient families being seen at the U.Va. Children’s Hospital or its affiliated clinics.

- **Court Appointed Special Advocates (PCASA)** – Students are trained to serve as advocates for children involved in the child abuse and neglect process.

- **Hunton & Williams Pro Bono Partnership** – Students commit to volunteer for a year with attorneys from the firm’s Richmond office to represent indigent clients in the areas of domestic violence/family law and immigration/asylum law.

- **Legal Outreach Project** – Students volunteer to do client intake for the Legal Aid Justice Center each week at area soup kitchens, homeless shelters, and low-income housing projects.

- **Non-Profit Legal Assistance Project** – Students are supervised by local attorneys to provide assistance to Charlottesville-Albemarle area non-profits with incorporation, by laws, leases, deeds and other transactional matters.

D. OTHER PRO BONO PROJECTS

Students may also develop their own pro bono projects. Projects posted on the pro bono database are publicized through e-mail alerts and are available on a first-come, first-serve basis. The database offers an array of projects in both the local Charlottesville area and around the country. Past participants have included nonprofit organizations, pro bono attorneys, public interest law firms, local government agencies, public defenders, and legal services offices. Participating student-run projects have included the Domestic Violence Project, Legal Education Project, Legal Assistance Society, Migrant Farmworkers Project, Rape Crisis Advocacy Project, Virginia Employment and Labor Law Association, Virginia Environmental Law Foundation, and the Virginia Innocence Project.
III. THE PUBLIC SERVICE LAW JOB SEARCH PROCESS

Virginia Law has a long tradition of preparing students to serve the public interest in various capacities. Its graduates serve the public as prosecutors, public defenders, advocates on behalf of legal organizations, law makers, judges, and international public lawyers. Our graduates have also occupied various positions in the executive and legislative branches in state and federal governments. Our graduates have clearly contributed to our society in both the civil and criminal arenas.

As many law students quickly realize, 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. All students who intend to use the Center’s resources, including counseling, are required to read this GUIDE.

A. WHAT CONSTITUTES PUBLIC SERVICE LAW?

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.

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.

(1) 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.

(2) 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.

(3) 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 litigation experience, moot court, or clinical work, as well as a passion to defend sacrosanct constitutional protections are most competitive. For additional information, consult the National Legal Aid and Defender web site at www.nlada.org.
(4) Providing Legal Services in 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.

(5) 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.”

(6) 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. A list of US Attorney Offices is available at www.usdoj.gov/usao/offices/index.html.
(7) 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.

(8) 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.

(9) 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 a few entry-level positions outside of big city offices, such as the New York City Law Department.

(10) 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).
(11) **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).

(12) **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.

(13) **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.

Obviously, there are numerous opportunities in the public sector 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.

![Congresswoman Sheila Jackson Lee ('75)](image)

*Congresswoman Sheila Jackson Lee ('75)*  
*U.S. House of Representatives, Texas (18th District)*

B. **Self-Assessment**

(1) **Where Do I Fit?**

Having surveyed the various employers in the public sector, you will eventually begin to have a general idea as to the type of work you would like to try during the summer recess after your first or second
year of law school. Generally, third year law students and alumni have a clear and definite goals regarding the type of public service employers for whom they want to work and which employers might be interested in hiring them.

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.

- Do you want to work directly with individual clients?
- How much early responsibility do you want?
- Do you want to spend a significant amount of your work day doing legal research and writing?
- Do you prefer an informal or a highly structured work environment? How important are financial rewards?
- Do you prefer to work alone or as part of a team?
- Which areas of the law do you find more interesting—civil or criminal?
- If criminal, do you see yourself working as a prosecutor or in criminal defense?
- If civil, do you know see yourself working as a litigator or a corporate-type lawyer?
- How many hours are you willing to work per week on a routine basis?
- Do you prefer a variety of smaller assignments or one large project?
- How important are employment related status and prestige?
- Where do you see yourself in five years?
- What work related skills do you enjoy using?
- What types of tasks do you prefer to avoid?

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. www.homefair.com and www.placesrated.com offer valuable information regarding cost of living, educational systems, and crime rates in most American cities.

C. MARKET RESEARCH

(1) Networking

Here’s one of the best career advices you will ever receive: Begin your job search process by compiling a list of friends, family, alumni, classmates, 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 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.

Questions to ask during your informational interview

Remember, 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, make sure you 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.

D. FIND YOUR NICHE; PURSUE THE JOB OF YOUR DREAMS

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 large urban settings. 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.

Despite the initial challenges, always remember many graduates of this law school are happily employed in the public sector. Members of the Class of 2007 accepted jobs with, among others, the following employers (notice the variety in the types of employers):

• Legal Aid Justice Center
• U.S. GAO, Office the General Counsel
• Physicians for Human Rights
• U.S. Department of Homeland Security, Office of the General Counsel
• Robert F. Kennedy Memorial Center for Human Rights
• Federal Bureau of Investigations
• North Carolina Justice Center
• Office of the State Attorney
• American Life League
• U.S. Air Force, JAG Corps
• Alaska Public Defender Agency
• Maryland Legal Aid Bureau
E. MARKETING YOURSELF TO PUBLIC SERVICE EMPLOYERS

(1) Start Building your Public Service Credentials Quickly

To succeed at marketing yourself to employers, consider the following questions: “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.

(2) Undertake Pro Bono Projects Early

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.

(3) Join One or More Public Service-Oriented Law School Organization

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.

- **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 – Domestic Violence Project, Legal Education Project, Migrant Farmworkers Project, the Native American Law Project, Rappahannock Legal Services Clinic and 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. Their work includes advocacy (volunteering through SARA to provide direct support to survivors); civil litigation (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); and 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 Employment and Labor Law Association (VELLA)**: The purpose of VELLA is to educate the student body about all aspects of the field of labor and employment law including career opportunities, networking with alumni and to provide a forum for ideas in labor and employment.

- **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.

4) **Life before Law School and the “Personality Fit”**

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.

5) **Participate in Clinics**

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.

6) **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 Mortimer Caplin 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 pro bono database are two ways to find attorneys who will be able to provide the required supervision.

IV. WHERE TO FIND THE EMPLOYERS

The School of Law enjoys a reputation for producing well-trained, effective lawyers, and public-sector employers of the first rank are known to hire our students and graduates. Most student jobs in the public sector are obtained with the active assistance of the Public Service Center, its staff, and via CASE—the Law School's innovative online job search system. However, given the rapidly changing legal environment and constantly restructuring nature of the public service sector, law students and alumni are strongly encouraged to conduct a thorough online research on the types of employers in their particular field of interest.

A. RESOURCES AVAILABLE TO UVA LAW STUDENTS AND ALUMNI

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASE</td>
<td>Internship and permanent positions are posted on the databases.</td>
</tr>
<tr>
<td>Public Interest Student Evaluations</td>
<td>The Public Service Center collects evaluations from students who completed summer internships with public sector employers, including judges, public defender and prosecutor offices, as well as legal aid and advocacy organizations. The evaluations provide valuable information such as how the student secured a position with that employer, pay, hours worked, and the students experience at the organization. This resource is invaluable for first- and second-year students who seek summer internships in the public sector.</td>
</tr>
<tr>
<td>Alumni Career Network</td>
<td>Students interested in networking with UVA Law alumni can obtain a list of alumni who are currently working in their area of interest. Read more on the important benefits of networking below.</td>
</tr>
<tr>
<td>PsLawNet</td>
<td>This online resource is available free of charge to UVA Law students and alumni. The site may be accessed at <a href="http://www.pslawnet.org">www.pslawnet.org</a>.</td>
</tr>
<tr>
<td>UVA Law Public Service On Grounds Interview Week</td>
<td>Approximately 35 public interest employers will conduct on-grounds interviews in February 2008. Information on how to sign-up for interviews will be provided in January 2008.</td>
</tr>
</tbody>
</table>

B. FOUR INVALUABLE RESOURCES AVAILABLE AT THE PUBLIC SERVICE CENTER

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
## C. **Recommended Online Resources**

<table>
<thead>
<tr>
<th>NAME</th>
<th>WEB ADDRESS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil and Criminal Law</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action Without Borders</td>
<td><a href="http://www.ideaist.org">www.ideaist.org</a></td>
<td>Considered one of the best nonprofit career websites, the organization lists more than 60,000 nonprofit and community organizations in 165 countries. Hundreds of job and internship listings are posted online.</td>
</tr>
<tr>
<td>American Bar Association Center For Pro Bono and Public Service</td>
<td><a href="http://www.abanet.org/">www.abanet.org/</a></td>
<td>The “Jobs” area of the ABA Center for Pro Bono and Public Service includes positions in pro bono and public interest organizations, civil legal services providers, public interest positions within law firms, corporate and government law departments, law schools, bar associations, and other similar organizations. Employers may post permanent, full-time positions as well as internships, summer clerks, part-time positions, and short-term projects.</td>
</tr>
<tr>
<td>American Civil Liberties Union (ACLU)</td>
<td><a href="http://www.aclu.org/jobs/index.html">www.aclu.org/jobs/index.html</a></td>
<td>Lists employment opportunities for students and experienced attorneys in litigation, legislation, and educating the public on a broad range of issues affecting individual freedom in the United States.</td>
</tr>
<tr>
<td>Attorney Jobs: The National and Federal Employment Report Online</td>
<td><a href="http://www.attorneyjobs.com">www.attorneyjobs.com</a></td>
<td>Designed exclusively for attorneys, this site lists thousands of law-related job opportunities in the U.S. and throughout the world. Includes opportunities within public interest and advocacy groups, international organizations and fellowships.</td>
</tr>
<tr>
<td>Child and Family Policy</td>
<td><a href="http://cfp.igpa.uiuc.edu/">http://cfp.igpa.uiuc.edu/</a></td>
<td>Spans the wide spectrum of child and family policy careers throughout the private, non-profit, academic and government sectors. Opportunities include internships, fellowships, volunteer positions and full-time positions. Employers are also invited to post job openings on this site.</td>
</tr>
<tr>
<td>The Civil Rights Coalition for the 21st Century</td>
<td><a href="http://www.civilrights.org">www.civilrights.org</a></td>
<td>Provides the latest news and information concerning civil rights through audio, video, and written programming online. Also lists fellowships and internships, as well as volunteer and permanent positions.</td>
</tr>
<tr>
<td>Commission on Domestic Violence</td>
<td><a href="http://www.abanet.org/domviol/">www.abanet.org/domviol/</a></td>
<td>Run by the ABA Commission on DV, the site lists important events, national news, articles, internet resources, and much more.</td>
</tr>
<tr>
<td>The Council on Foundations</td>
<td><a href="http://www.cof.org/network/content.cfm?itemnumber=600">www.cof.org/network/content.cfm?itemnumber=600</a></td>
<td>Lists job opportunities within foundations throughout the U.S.</td>
</tr>
<tr>
<td>echoing green Foundation</td>
<td><a href="http://www.echoinggreen.org">www.echoinggreen.org</a></td>
<td>Provides a two-year fellowship opportunity for emerging social visionaries worldwide to develop new solutions addressing social, political and economic injustice.</td>
</tr>
<tr>
<td>Equal Justice Works</td>
<td><a href="http://www.equaljustice.org">www.equaljustice.org</a></td>
<td>A resource for socially conscious law students to combat injustice and social problems by working in the public service sector. Listings include both full-time and summer positions.</td>
</tr>
<tr>
<td>Federal Careers Opportunities Bulletin</td>
<td><a href="http://www.fedjobs.com">www.fedjobs.com</a></td>
<td>Lists over 30,000 federal jobs nationwide, as well as job fairs and federal agencies. Also offers newsletters, software, books and e-books.</td>
</tr>
<tr>
<td>Federal Daily/Federal Employees News Digest</td>
<td><a href="http://www.federaldaily.com">www.federaldaily.com</a></td>
<td>Published by Federal Employees News Digest, Inc., this site is a great resource for federal job seekers as well as federal employees.</td>
</tr>
<tr>
<td>Federal Jobs Digest Online</td>
<td><a href="http://www.jobsfed.com">www.jobsfed.com</a></td>
<td>Database of federal vacancies worldwide, in over 300 Federal Agencies.</td>
</tr>
<tr>
<td>Federal Government Jobs</td>
<td><a href="http://www.usajobs.opm.gov">www.usajobs.opm.gov</a></td>
<td>The official site of the U.S. government for federal jobs and employment opportunities, including interview tips and tutorials.</td>
</tr>
<tr>
<td>FinAid</td>
<td><a href="http://www.finaid.org">www.finaid.org</a></td>
<td>Comprehensive online source for student financial aid information.</td>
</tr>
<tr>
<td>The Foundation Center</td>
<td><a href="http://foundationcenter.org/">http://foundationcenter.org/</a></td>
<td>Excellent resource for students seeking grants or positions in philanthropy.</td>
</tr>
<tr>
<td>Harvard Law School’s Office of Public Interest Advising</td>
<td><a href="http://www.law.harvard.edu/students/opi/details.php?id=home">www.law.harvard.edu/students/opi/details.php?id=home</a></td>
<td>Great source of information concerning public service careers and public service law. Also lists fellowships and online publications.</td>
</tr>
<tr>
<td>HillZoo</td>
<td><a href="http://www.hillzoo.com">www.hillzoo.com</a></td>
<td>Lists jobs on Capitol Hill and provides general information for employees on the Hill, as well.</td>
</tr>
<tr>
<td>NAME</td>
<td>WEB ADDRESS</td>
<td>COMMENTS</td>
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<tr>
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</tr>
<tr>
<td>Lawyers Weekly Jobs.Com</td>
<td><a href="http://www.lawyersweekly.com">www.lawyersweekly.com</a></td>
<td>Considered one of the foremost online resources for employment opportunities in the legal sector.</td>
</tr>
<tr>
<td>National Legal Aid and Defender Association</td>
<td><a href="http://www.nlada.org">www.nlada.org</a></td>
<td>Lists job opportunities within civil legal services, defender organizations, public interest organizations, and academia.</td>
</tr>
<tr>
<td>NGO Global Network</td>
<td><a href="http://www.ngo.org">www.ngo.org</a></td>
<td>Contains a calendar of UN and NGO events, as well as a link to a database of NGOs.</td>
</tr>
<tr>
<td>Probono.net</td>
<td><a href="http://www.probono.net">www.probono.net</a></td>
<td>Great resource for pro bono projects nation-wide. Divided into areas of law such as Asylum Law, Death Penalty, and Human Rights.</td>
</tr>
<tr>
<td>PSLawNet</td>
<td><a href="http://www.pslawnet.org">www.pslawnet.org</a></td>
<td>Excellent site for finding both summer internships and permanent jobs throughout the nation and worldwide.</td>
</tr>
<tr>
<td>ReliefWeb</td>
<td><a href="http://www.reliefweb.int">www.reliefweb.int</a></td>
<td>This site supports the humanitarian relief community in general, and also lists vacancies in humanitarian organizations worldwide.</td>
</tr>
<tr>
<td>Skadden Fellowship Foundation</td>
<td><a href="http://www.skaddenfellowship.org/index.cfm">www.skaddenfellowship.org/index.cfm</a></td>
<td>This is the official site of the Skadden Fellowship Foundation. Provides information on the fellowship and the application process.</td>
</tr>
<tr>
<td>Soros/Open Society Institute</td>
<td><a href="http://www.soros.org">www.soros.org</a></td>
<td>Contains information about the programs and foundations funded by the Soros Foundation. Many programs are oriented to the field of criminal justice, human rights and reform of our legal system.</td>
</tr>
<tr>
<td>Trial Lawyers for Public Justice/TLPJ Foundation</td>
<td><a href="http://www.tlpj.org">www.tlpj.org</a></td>
<td>Database of online legal resources, public interest organizations, lawyers’ associations and public interest groups throughout the nation.</td>
</tr>
<tr>
<td>Union Jobs Clearinghouse</td>
<td><a href="http://www.unionjobs.com">www.unionjobs.com</a></td>
<td>Comprehensive resource of job opportunities for students interested in organized labor.</td>
</tr>
<tr>
<td>United States Department of Justice</td>
<td><a href="http://www.usdoj.gov/oa">www.usdoj.gov/oa</a> rm/index.html</td>
<td>Contains job listings as well as information and applications for the Honors and Summer Law Intern programs.</td>
</tr>
</tbody>
</table>

D. WHERE VIRGINIA LAW STUDENTS WORKED DURING THE SUMMER OF 2007

<table>
<thead>
<tr>
<th>Employer</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Ridge Legal Aid Services</td>
<td>Harrisonburg, VA</td>
</tr>
<tr>
<td>Brooklyn Legal Services Corporation</td>
<td>New York, NY</td>
</tr>
<tr>
<td>California Indian Legal Services</td>
<td>Oakland, CA</td>
</tr>
<tr>
<td>Community Development Law Center</td>
<td>Portland, OR</td>
</tr>
<tr>
<td>Greater Boston Legal Services</td>
<td>Boston, MA</td>
</tr>
<tr>
<td>Legal Aid Justice Center - Child Health Advocacy</td>
<td>Charlottesville, VA</td>
</tr>
<tr>
<td>Legal Aid Justice Center - Civil Advocacy</td>
<td>Charlottesville, VA</td>
</tr>
<tr>
<td>Legal Aid Justice Center - JustChildren</td>
<td>Charlottesville, VA</td>
</tr>
<tr>
<td>Legal Aid Justice Center - JustChildren</td>
<td>Charlottesville, VA</td>
</tr>
<tr>
<td>Legal Aid of North Carolina - Advocates for Children’s Service</td>
<td>Durham, NC</td>
</tr>
<tr>
<td>Legal Aid of North Carolina</td>
<td>Pembroke, NC</td>
</tr>
<tr>
<td>Legal Aid Society</td>
<td>New York, NY</td>
</tr>
<tr>
<td>Legal Services of New York</td>
<td>New York, NY</td>
</tr>
<tr>
<td>Legal Services of Northern Virginia</td>
<td>Fairfax, VA</td>
</tr>
<tr>
<td>Rappahannock Legal Services</td>
<td>Fredericksburg, VA</td>
</tr>
<tr>
<td>Virginia Justice Center for Farm and Immigrant Workers</td>
<td>Charlottesville, VA</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer</th>
<th>City, State</th>
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</thead>
<tbody>
<tr>
<td>Department of Justice, Office of the Deputy Attorney General</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>U.S. Agency for International Development</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>U.S. Attorney, District of Columbia</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>U.S. Attorney, Eastern District of Missouri</td>
<td>St. Louis, MO</td>
</tr>
<tr>
<td>Employer</td>
<td>City, State</td>
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<tr>
<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>U.S. Attorney, Eastern District of New York</td>
<td>New York, NY</td>
</tr>
<tr>
<td>U.S. Attorney's Office for the District of Connecticut</td>
<td>New Haven, CT</td>
</tr>
<tr>
<td>U.S. Attorney's Office for the Western District of Virginia</td>
<td>Charlottesville, VA</td>
</tr>
<tr>
<td>U.S. Attorney's Office for the District of Columbia</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>U.S. Attorney's Office for the District of Maryland</td>
<td>Baltimore, Maryland</td>
</tr>
<tr>
<td><strong>INTERNATIONAL</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Employer</strong></td>
<td><strong>City, State</strong></td>
</tr>
<tr>
<td>Dokumenta</td>
<td>Zagreb, Croatia</td>
</tr>
<tr>
<td>Human Rights in China</td>
<td>New York, NY</td>
</tr>
<tr>
<td>International Criminal Tribunal for the Former Yugoslavia, Office of the</td>
<td>The Hague, Netherlands</td>
</tr>
<tr>
<td>Prosecutor</td>
<td></td>
</tr>
<tr>
<td>International Bar Association</td>
<td>London, England</td>
</tr>
<tr>
<td>International Criminal Tribunal for Rwanda</td>
<td>Arusha, Tanzania</td>
</tr>
<tr>
<td>International Service for Human Rights</td>
<td>Geneva, Switzerland</td>
</tr>
<tr>
<td>U.S. Department of State</td>
<td>Baku, Azerbaijan</td>
</tr>
<tr>
<td>University of Buenos Aires Human Rights Program</td>
<td>Buenos Aires, Argentina</td>
</tr>
<tr>
<td><strong>PUBLIC DEFENDERS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Employer</strong></td>
<td><strong>City, State</strong></td>
</tr>
<tr>
<td>Alexandria Public Defender's Office</td>
<td>Alexandria, VA</td>
</tr>
<tr>
<td>Alternate Defender Office</td>
<td>San Jose, CA</td>
</tr>
<tr>
<td>Capital Defender's Office of Northern Virginia</td>
<td>Manassas, VA</td>
</tr>
<tr>
<td>D.C. Public Defender Service</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>D.C. Public Defender Service</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>Salt Lake Legal Defender</td>
<td>Salt Lake City, UT</td>
</tr>
<tr>
<td>San Francisco Public Defender's Office</td>
<td>San Francisco, CA</td>
</tr>
<tr>
<td>Taos Public Defender's Office</td>
<td>Taos, NM</td>
</tr>
<tr>
<td><strong>PUBLIC INTEREST ORGANIZATIONS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Employer</strong></td>
<td><strong>City, State</strong></td>
</tr>
<tr>
<td>The Advancement Project</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>Human Rights Watch</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>Life Legal Defense</td>
<td>Napa, CA</td>
</tr>
<tr>
<td>Thomas Jefferson Center for the Protection of Freedom of Expression</td>
<td>Charlottesville, VA</td>
</tr>
<tr>
<td>Washington Scholarship Fund</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td><strong>STATE AND LOCAL GOVERNMENT</strong></td>
<td></td>
</tr>
<tr>
<td>Attorney General's Office for the District of Columbia</td>
<td>Washington, D.C.</td>
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<tr>
<td>Attorney General's Office for the District of Columbia, Criminal Section</td>
<td>Washington, D.C.</td>
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<tr>
<td>Atlanta City Solicitor's Office</td>
<td>Atlanta, GA</td>
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<tr>
<td>Delaware Attorney General's Office</td>
<td>Wilmington, DE</td>
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<td>Dinwiddie County Attorney's Office</td>
<td>Dinwiddie, VA</td>
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V. WORKING FOR THE FEDERAL GOVERNMENT

A. INTRODUCTION

If you are considering either summer or permanent position opportunities with a federal government agency, you should review the Government Honors and Internship Handbook, also available on our website. The Handbook reviews the internship and honors programs offered by almost sixty state and federal government agencies. Please note that the Handbook will be updated in the coming weeks.

Another excellent resource, also available on the Public Service Center's site, is the National Association of Law Placement's (NALP) Federal Legal Employment Opportunity Guide. The NALP Guide provides helpful descriptions of many federal agencies and their departments. Replete with profiles and testimonials of government attorneys, the guide offers a significant amount of information that will assist you in exploring the federal government as a potential employer. For many, one of the most desirable places to work in the federal government is the Department of Justice.

B. DEPARTMENT OF JUSTICE (DOJ)

Familiar to all law students, the DOJ is a cabinet-level department responsible for the enforcement of the law, and to defend the interests of the United States. The department is the nation’s largest legal employer and runs three separate hiring programs for students and recent graduates: (1) the Honors Program, (2) the Summer Law Internship Program (SLIP), and (3) the Volunteer Law Internship Program (VLIP).

1. The Honors Program: A program through which rising third years (Class of 2008) can obtain entry-level attorney positions following graduation from law school. The majority of Honors Program attorney positions are in the Washington, D.C. Metropolitan Area; however, the Antitrust Division, the Federal Bureau of Prisons, the Executive Office for Immigration Review (EOIR), the U.S. Trustee Program, and participating U.S. Attorney's Offices may hire entry-level attorneys for positions outside the Washington area. Members of the Class of 2008 may apply as early as August 1 but must submit their applications no later than September 17. The starting salary for Honors Attorneys is $55,700 per year.

2. The Summer Law Internship Program: A paid DOJ internship program through which rising second years (Class of 2009) may work for the DOJ during their 2L summer. Interns are paid $18.04/hr. As with the Honors Program, interested applicants must submit their application between August 1 and September 17. Both the Honors Program and SLIP participate in centralized hiring; i.e., you submit one application but must indicate to which components (divisions and sections) of the DOJ you wish to apply.

3. The Volunteer Law Internship Program: As the name implies, VLIP is an unpaid internship primarily available to rising second years (Class of 2009). The volunteer program

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1 See www.law.virginia.edu/html/publicserv/psresources.htm (LAWWEB log-in required; subscription password provided).
2 See www.nalp.org/assets/9_fedempl.pdf
3 See www.usdoj.gov/oarm/arm/hp/hp.htm
4 3Ls who complete a judicial clerkship next year will also be able to apply, subject to eligibility rules. See www.usdoj.gov/oarm/arm/sp/sp.htm
5 For non-Washington, D.C. area assignments, see www.usdoj.gov/oarm/geo_attorney.htm
6 See Public Service Center’s July 10, 2007 e-mail announcement detailing the DOJ Honors Program and discussing the upcoming DOJ presentation at the law school in September.
7 See www.usdoj.gov/oarm/arm/hp/hpsalary.htm
8 See www.usdoj.gov/oarm/arm/sp/sp.htm
9 Graduating law students who are entering a judicial clerkship or a fulltime graduate law program may intern following graduation subject to eligibility rules. See www.usdoj.gov/oarm/arm/sp/sp.htm
10 See www.usdoj.gov/oarm/arm/sp/spsalary.htm
11 See www.usdoj.gov/oarm/arm/int/legalinternjq.htm
does not participate in centralized hiring so you will have to apply individually to each component of the DOJ that interests you. Each year, the DOJ publishes a list of agencies and departments that express an interest in receiving applications. That list and more information about VLIP in general can be found at the DOJ’s SLIP site; however, please take note of two issues: (1) the DOJ site currently provides this year’s list (Summer 2007)—the DOJ will update this information in the fall; (2) the list is not comprehensive so you ought to apply to any component that interests you.

Please note that the DOJ will be at the law school on Friday, September 7, 2007, at 4:00 P.M., to discuss each of these programs in detail. The DOJ lawyers will also offer useful suggestions for your applications and will be available to answer your questions.

C. **OGI OPPORTUNITIES IN THE FALL AND IN FEBRUARY 2008**

Please check CASE for a list of federal government employers that will be interviewing at the law school in the fall. One of these employers is the Government Accountability Office (GAO), Office of General Counsel. The GAO is a non-partisan arm of Congress that “exists to support the Congress in meeting its constitutional responsibilities and to help improve the performance and ensure the accountability of the federal government.”

The GAO’s Office of General Counsel is a terrific place to work for the following reasons: (1) 2L summer associates earn approximately $1000/wk; (2) summer associates are eligible to receive offers at the end of the summer—in past years, most 2Ls received permanent offers (e.g., in 2006, the GAO had 11 summer associates and made 10 offers; all 10 accepted); (3) the GAO recruits on grounds (its lawyers will interview 2Ls on September 26); (4) first-year attorneys at GAO earn a starting salary of $68,000, and, in recent years, have received a recruitment bonus of $5000 or more.

Each February, the Public Service Center sponsors the Public Interest Interview Week. Approximately 36 government, public service, and public interest employers will be on grounds to interview law students for summer internships and permanent positions. The Center will provide you information about the Interview Week and how to sign up for the interviews in early January 2008.

There are many other excellent opportunities in the federal government that are not represented on-grounds. Please note that the **OGI process is a starting point for your public service and public interest job search; it should never be the exclusive method by which you conduct your job search.**

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VI. OPPORTUNITIES WITH PUBLIC DEFENDER OFFICES

Thousands of public defender and district attorney offices across the nation offer internship opportunities to first- and second-year law students every summer. While the DOJ focuses quite heavily on grades, these offices conduct a holistic review of your application and generally look for a student’s demonstrated commitment to work as an advocate in our criminal justice system.

A. INTRODUCTION

Public defender offices (PDOs) represent indigents accused of a crime. Public defenders immediately gain trial experience and have significant client contact. These organizations hire entry-level attorneys but smaller offices may not extend offers until after an applicant has taken and passed the bar. Applicants who have litigation experience, moot court, clinical work, or other experience in oral advocacy and a demonstrated passion to work as advocates in our criminal justice system, which includes a desire to protect the constitutional rights of the accused, are most competitive.

UVA Law students successfully obtain summer internships in state and county PDOs. In addition, some students accept internships in federal public defender offices. These offices are the counterparts of U.S. Attorney’s Offices and have jurisdiction over cases in federal court. Federal PDOs hire attorneys with several years of criminal litigation experience. Given the high level of skill of most federal public defenders and the complexity of the legal issues involved, summer positions in a federal PDO can be an extremely valuable experience.

B. RESOURCES

Once you decide where you want to work, you should start thinking about the hiring process. First, review the Public Service Center’s How to get a Job in a Public Defender Office. It provides important advice on how to choose a PDO, how to develop a public defender resume, and how you should approach a job interview with a PDO. Next, review the Directory of Legal Aid and Defender Offices in the United States and Territories. Available for checkout at the Public Service Center, the Directory lists every public defender organization in the nation. Another invaluable resource is the Public Service Summer Employment Evaluation System, available at the Public Service Center. Listed alphabetically, these are hundreds of evaluation forms completed by UVA Law students since 2001 assessing their summer experience at a public service organization, including in PDOs. There is a high probability that someone has evaluated PDOs you are interested in. Starting in the fall of 2007, the evaluations will be available for review (and submission) online.

Once you create a list of offices where you want to work, you should begin contacting the offices as early as possible—no later than November or early December—to obtain information regarding their application process. about submitting an application. You should apply before the start of the exam period so you can interview during the winter recess. This timetable applies to both permanent attorney positions and summer internships.

In addition to directly contacting PDOs, we highly recommend that you attend the October 6-7, 2007, Equal Justice Works Career Fair at the Omni Shoreham Hotel in Washington, D.C., where many PDO offices will recruit students for internship and permanent positions. The Public Service Center will pay for your attendance. Please see Section D below for information on this important event.

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VII. OPPORTUNITIES WITH PROSECUTOR OFFICES

A. INTRODUCTION

District Attorney (DA) offices investigate and prosecute state criminal cases. In many states, criminal prosecution is bifurcated into two administrative entities—in DA and Attorney General (AG) offices. In some states, AG offices do not prosecute criminal cases and only enforce state civil laws. The local DA’s will handle all “routine” criminal cases while AG offices typically handle cases with broader or “statewide” impact. In the federal regime, United States Attorneys have jurisdiction over federal crimes and select federal civil cases.

One of the advantages of working for a DA and AG office is that you can immediately obtain significant and meaningful trial experience. Many attorneys in large and mid-size law firms must wait for many years before they enter a courtroom or see a jury. As a DA, you will generally start out prosecuting smaller misdemeanor cases and work your way up to more significant work. Another tremendous advantage to working as a DA is that you will have a great deal of discretion in how cases are investigated and prosecuted. You will often decide whether the state should proceed with a particular prosecution or dismiss it.

B. RESOURCES

Almost all DA and AG offices have some type of summer internship program and frequently hire immediately after graduation from law school. The ultimate prosecutor resource page on the web is Prosecutor.info, a site compiled by the Eaton County Prosecutor’s Office. You should also carefully review the Public Service Center’s How to Obtain a Job in a Prosecutor’s Office, available on the Center’s website. It provides important advice on how to select a DA’s office that is right for you, how to develop a prosecution-oriented resume, and how to approach your job interview. Another invaluable resource is the Public Service Summer Employment Evaluation System, available at the Public Service Center. Listed alphabetically, these are hundreds of evaluation forms completed by UVA Law students since 1996 assessing their summer experience at a public service organization, including in DA and AG offices. There is a high probability that someone has evaluated the DA/AG offices you are interested in. Starting in the fall of 2007, the evaluations will be available for review (and submission) online.

United States Attorneys are federal prosecutors who represent the federal government in federal trial and appellate courts (up to U.S. courts of appeal). There are a total of ninety-three U.S. Attorney Offices (USAOs) assigned throughout the country. With the exception of the DOJ Honors Program, generally, USAOs do not hire directly out of law school and require new hires to have completed either a federal judicial clerkship or 2-5 years of legal experience. However, most USAOs have volunteer summer intern programs. The time to contact these offices for these internships is usually in November and December.

Once you select DA/AG/USAO offices that interest you, you should contact them as early as possible—no later than November or early December—to obtain information regarding their application process. You should attempt to apply early enough to be able to secure interviews during the winter recess.

In addition to directly contacting DA and AG offices and USAOs, we recommend that you attend the October 6-7, 2007 Equal Justice Works Career Fair at the Omni Shoreham Hotel in Washington, D.C., where many state, local, and federal prosecutors will recruit students for internship and permanent positions. The Public Service Center will pay for your attendance. Please see Section D below for information on this important event.

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14 See www.eatoncounty.org/prosecutor/proslist.htm
15 See www.law.virginia.edu/pdf/prosecutorhowto.pdf
16 For a comprehensive list of U.S. Attorneys Offices, see www.usdoj.gov/usao/offices/index.html.
VIII. WORKING FOR LEGAL AID AND ADVOCACY ORGANIZATIONS

A. LEGAL AID ORGANIZATIONS IN GENERAL

Legal services attorneys provide representation to indigent clients on a variety of civil issues, including poverty law, public benefits, domestic relations, bankruptcy, consumer law, and landlord/tenant law. Starting salaries are generally low—mid-$30,000s; however, these positions offer new attorneys early responsibility and the ability to make a real difference in the lives of millions of Americans who are not otherwise able to afford legal representation.

Much like public defenders and prosecutors, legal services attorneys are in court on a regular basis. These attorneys also have unparalleled client contact. You will be given responsibility very early in your career; new legal services attorneys begin handling their own caseloads and appearing in court within a few weeks of starting their jobs. An important skill for all legal services attorneys to possess is the ability to feel comfortable with a wide variety of people from a range of ethnic and socioeconomic backgrounds.

B. RESOURCES

Given the wide range of substantive areas of the law involved, legal services programs are different and you need to find the right practice area and office for you. We highly recommend that you start your job search by reviewing the Public Service Center’s How to Get a Job in Legal Services, also available on our website.\(^\text{17}\) It explores issues you should consider before you decide to work as a legal services attorney, how to build a legal services resume, and how to prepare for the interviews. You should then consult two important resources at Public Service Center: (1) Serving the Public: A Search Guide, Volumes I-II, 2006—Harvard Law School’s Handbook & Directory for Law Students and Lawyers Seeking Public Service Work; (2) The Directory of Legal Aid and Defender Offices in the United States and Territories. Both are available for checkout at the Center and together, list virtually every legal aid organization in the country. Again, another invaluable resource is the Public Service Summer Employment Evaluation System, available at the Public Service Center. Listed alphabetically, these are hundreds of evaluation forms completed by UVA Law students since 2001 assessing their summer experience at a public service organization, including in legal aid organizations. There is a high probability that someone has evaluated a legal aid organization you are interested in. Starting in the fall of 2007, the evaluations will be available for review (and submission) online.

Once you create a list of legal aid offices where you want to work, you should begin contacting the offices as early as you possibly can—no later than November or early December—to obtain information on their application process. You should apply before the start of the exam period so you can interview during the winter recess. This timetable applies to both permanent attorney positions and summer internships.\(^\text{18}\)

In addition to directly contacting these organizations, we highly recommend that you attend the October 6-7, 2007, Equal Justice Works Career Fair at the Omni Shoreham Hotel in Washington, D.C., where many legal aid organizations offices will recruit students for internship and permanent positions. The Public Service Center will pay for your attendance. Please see Section D below for information on this important event.

\(^{17}\) See www.law.virginia.edu/pdf/legalserviceshowto.pdf

\(^{18}\) The job search strategies suggested in this section should be also used for your job search with public interest advocacy groups.
IX. THE EQUAL JUSTICE WORKS CAREER FAIR IN OCTOBER 2007

In addition to participating in OGIs and directly contacting public service employers, you should also consider attending the October 6-7, 2007 Equal Justice Works (EJW) Career Fair at the Omni Shoreham Hotel in Washington, D.C., where more than 150 public interest organizations, including legal services organizations, federal government agencies, and public defender, DA, and AG offices will participate to fill hundreds of internship and permanent positions. EJW has made a rolling list of the participating employers available for review and sign up. Make sure to check this list frequently.

UVA Law students have had tremendous success at the EJW career fair in the past several years. The Public Service Center will pay for your attendance and starting this year, will also reimburse you for your travel to Washington, D.C. (gas and mileage or bus fare). If you are interested in participating at the fair, you will need to sign up at the Public Service Center. We will inform you when this process begins in August.

X. LAW FIRM/PUBLIC INTEREST SUMMER SPLITS

Some of you may be interested in splitting your 2L summer between a law firm and a public sector employer. This option will allow you to (1) gain additional experience in a substantive area of the law that interests you but is not practiced at the law firm; (2) earn a law firm salary at least for part of the summer; and (3) maintain your public service credentials in the event you decide to work for a public service or public interest organization after graduation from law school.

There are two ways to structure a split summer: (1) a “firm sponsored split”—the law firm funds the student for the whole summer, i.e., you will spend at least half the summer at the firm and the other half at a public interest organization; or (2) a “student sponsored split”—the student secures a summer associate position with a firm and then negotiates with that firm to split the summer with a public interest employer; i.e., the firm will only pay you a salary while you are at the firm.

Each year, Yale Law School and Georgetown Law prepare a list of law firms that sponsor summer splits. You should know that the Yale and Georgetown lists are not comprehensive—you may be able to arrange a split with your law firm, provided you commit to work there for the first half of the summer. Please note that even if firms may agree to a summer split, many public interest organizations will not. This is generally because they require their interns to work a full summer. This means that you have to start your public service job search either before or immediately after you receive an offer from the firm.

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19 See [www.equaljusticeworks.org/](http://www.equaljusticeworks.org/)
20 See [www.equaljusticeworks.org/employers/browse.aspx](http://www.equaljusticeworks.org/employers/browse.aspx)
XI. HOW TO FINANCE YOUR PUBLIC SERVICE WORK

If we are to keep our democracy, there must be one commandment:
Thou shalt not ration justice.
Judge Learned Hand

A. INTRODUCTION

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.

B. FINANCING YOUR SUMMER INTERNSHIP

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.

(1) 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 2007, 53 students received a PILA grant and nearly $215,697 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.
Zachary McDermott ('08)
PILA Grantee – San Francisco Public Defenders Office

(2) 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. www.abanet.org/homeless/curtin.html.

(3) 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. www.aaba-bay.com.

(4) 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

(5) Environmental Careers Organization
ECO offers a variety of paid internships in the fields of environmental law. www.eco.org

(6) 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. www.equaljusticeamerica.org

(7) Everett Public Service Internship Program
Sponsors more than 140 summer internships at more than 50 nonprofit organizations nationwide. Stipend is $200 per week. www.everettinternships.org

(8) 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. www.fcba.org.

(9) 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. www.legalfoundation.org/intern.htm
(10) **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. [www.nlg.org](http://www.nlg.org).

(11) **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. [www.hbadc.org](http://www.hbadc.org).

(12) **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 one of the 11 Kellogg Families for Kids Sites. Provides a $3500 stipend and transportation costs. [www.law.umich.edu/CentersAndPrograms/childlaw/summerfellows/index.htm](http://www.law.umich.edu/CentersAndPrograms/childlaw/summerfellows/index.htm).

(13) **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. [www.lsnj.org/internprog.htm](http://www.lsnj.org/internprog.htm).

(14) **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. [www.pridelawfund.org](http://www.pridelawfund.org).

(15) **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. [www.amnestyusa.org/patrickstewart/](http://www.amnestyusa.org/patrickstewart/).

(16) **Peggy Browning Fund Summer Internship**

Provides fifteen summer internships with labor-related organizations throughout the country. $4000 stipend for 10 weeks. [www.peggylawfund.org/positions.html](http://www.peggylawfund.org/positions.html).

(17) **Pennsylvania Legal Services Martin Luther King Internship Program**

Minority law students are assigned to local legal service programs across Pennsylvania. [www.palegalservices.org/mlk_program_information.htm](http://www.palegalservices.org/mlk_program_information.htm).

(18) **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. [www.pili-law.org](http://www.pili-law.org).

(19) **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. [www.nationinstitute.org/awards/mazur/](http://www.nationinstitute.org/awards/mazur/).

(20) **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.

(21) **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, you should check the PSLawNet web site, 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.

C. FINANCING YOUR CAREER

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](http://www.ed.gov), [www.ratedexpro.net](http://www.ratedexpro.net) (information about mortgage rates and auto loans); [www.finaid.org](http://www.finaid.org) (information on law school financial aid resources and other available loan options).

1. **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 Law School’s Public Service web page.

2. **The Linda Fairstein and Mortimer 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.

3. **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](http://www.skadden.com)) or by an independent foundation (e.g. Equal Justice Works, [www.equaljusticeworks.org](http://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 former 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 under “Fellowships”. The deadline to submit your application is October 12.

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 (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://foundationcenter.org/.

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.

XII. APPLYING TO PUBLIC SERVICE EMPLOYERS

A. INTRODUCTION

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:

- Developing and sending a resume and a cover letter that 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);
- 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;
- Having an in-person or phone interview with the employer. This is your chance to display your oral advocacy skills; and
- 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.

B. 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). Also check the Harvard Law School Public Interest Job Search Guide—the section on public service resumes provides useful advice about developing a public service
resume. 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 Mortimer Caplin 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 cluttered? 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.

C.    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 first 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.

D.    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.

E. 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.

F. 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.

G. INTERVIEWS

(1) Interviewing with public sector employers

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 judgment and your ability to handle pressure and stress.

Interviews with judges may include one session with the judge and another session with one or more of the judge’s current law clerks. To prepare for the interview, you should read some of the opinions that the judge has written; you should have a sense of the judge’s basic style and outlook. You also should
know the basics: when the judge went on the bench, who appointed him or her, and other biographical information that (for federal judges) is presented in the Almanac of the Federal Judiciary.

It is often helpful to talk to someone who has previously clerked for the judge or a practitioner in the jurisdiction, so that you can have a better sense of the judge and what the interview will be like. In addition to learning about the judge, you should give some thought to what you will say about yourself. You should, of course, be prepared to talk about anything on your resume, the substance of your writing sample or any other publications, and any course you have taken in law school. Usually judges or clerks will seek some legal topic on which to engage you in a substantive conversation—a class, a recent Supreme Court opinion, or the like. It is important that you be willing and eager to engage in a substantive conversation about law when invited to do so in an interview. The appropriate response to a question about how you liked a particular course is not some remark about whether the professor was “good” or “funny,” but rather some statement that is suggestive of what you might have learned in the course.

Most judges do not expect you to have exhaustive substantive knowledge of any area, but they do expect you to be able to use analytical skills to conduct an intelligent conversation about legal issues. You should also be prepared to answer some basic questions (“Why did you go to law school?” “Why do you want this job?”), and to ask some intelligent ones in return. Think of things to ask the judge, and also things to ask his clerks. Some obvious ones:

- What sorts of things do you have your interns do?
- Would I have the opportunity to watch courtroom proceedings?
- Would I have the opportunity to write rough drafts of opinions?
- For the clerks: What is the judge like to work for?

Dress as you would for a law firm interview. Bring extra copies of your resume, writing sample, and transcript (if available) with you. Also have a list of references, in case the judge asks for them. This list should include the reference’s name, address, and phone number. Be sure to ask for permission to use someone as a reference.

(2) What to avoid during interviews

- An arrogant or conceited attitude (treat all clerical staff respectfully);
- timidity or a lack of confidence;
- interrupting the interviewer or not listening carefully to 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).

H. 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.
I. CHOOSING AN OFFER

(1) Accepting Offers

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.

(2) Declining Offers

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.

(3) An Important Rule

If you accept an offer to intern, your decision is final. It is extremely bad form for you to renege on the acceptance. Your actions will reflect badly on future UVA Law applicants. Public service employers are known to have long memories. This is also true with judges: if you accept an offer to be an intern, you should withdraw your pending applications with other judges. For chambers that have not been in touch with you, the standard procedure is simply to write a letter withdrawing your application. For judges with whom you have interviewed (or with whom you are scheduled to interview) but who have not yet gotten back to you with their decisions, you must immediately call their chambers, say how honored you were to have been considered, but report that you must withdraw your applications because you have accepted another offer.
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 ensure 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 (2)
I am a second-year law student at the University of Virginia and I am writing regarding the 2007 Summer Internship with Animal Protection Litigation Section of the Humane Society.

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) 555-9999. I look forward to further discussing the summer clerk position with you.

Sincerely yours,

Sarah Conant
Victor Núñez  
Assistant Chief, Superior Court Division  
Office of the District Attorney  
330 W. Broadway, MS:C-16  
San Diego, CA 92101

December 22, 2006

Dear Mr. Núñez:

I am a second year student at the University of Virginia School of Law and am writing to inquire about the possibility of a summer volunteer internship position with the San Diego County District Attorney’s Office.

I intend to become a prosecutor after graduating from law school. I enjoy oral advocacy and public service and would be honored to serve the San Diego community as a law enforcement officer. I have lived in San Diego for several years and look forward to settling there following graduation from law school.

I am confident that an internship opportunity next summer would provide significant insight into working as a prosecutor. I have enclosed my résumé and an official transcript. If you require any additional information, please e-mail me at acantrell@virginia.edu or by phone at (434) 555-4960.

Thank you in advance for your consideration. I look forward to hearing from you.

Yours sincerely,

Alexandra Cantrell

Enclosures (2)
John L. Brownlee, Esq.
United States Attorney
United States Attorney’s Office
Western District of Virginia
310 1st Street, S.W., Room 906
Roanoke, Virginia 24011
VIA E-MAIL: Attention: Ms. Jo Brooks
Jo.brooks@usdoj.gov

Re:  Application for Internship Position (Summer 2007)

Dear Mr. Brownlee:

I am a first-year student at the University of Virginia School of Law and am writing to express my interest in an internship position at the United States Attorney’s Office, Western District of Virginia, during the summer of 2007.

My first semester at the School of Law provided me, among other things, significant exposure to constitutional and criminal law. I have found myself fascinated by our criminal justice system, and my legal studies have so far led me to seriously consider working as a prosecutor following graduation from law school. An internship in your office would provide me an unparalleled opportunity to learn from skilled prosecutors, allow me to hone important research, writing, and advocacy skills, and also, allow me a glimpse into the workings of a federal prosecutor’s office in a jurisdiction where I intend to ultimately practice law.

I am convinced I will be a valuable addition to your summer program; I have a deep commitment to serve the public as evidenced by my volunteer work as a student while attending Princeton University. Through my work background, I also bring extensive experience in both teamwork and leadership – qualities I believe will allow me to work well with others, but when necessary, to work decisively and independently.

I have enclosed my resume and a writing sample for your review. I will be happy to forward my law school transcript once my first semester grades are available. Please accept my thanks in advance for kind consideration. I look forward to hearing from you.

Sincerely,

/s/
Amy Garibaldi
garibaldi@virginia.edu

Enclosures (3)
January 28, 2007

Allen F. Bareford, Esq., Public Defender  
Fredericksburg Office of the Public Defender  
2300 Fall Hill Avenue, Suite 300  
Fredericksburg, VA 22401

Re: Application for Internship Position (Summer 2007)

Dear Mr. Bareford:

I am a first year student at the University of Virginia School of Law and am writing to express my  
interest in an internship position with the Fredericksburg Public Defender Office during the summer of  
2007. I grew up in Fredericksburg and intend to practice law in that city following graduation from law  
school.

My legal studies during my first semester of law school coupled with my passion to defend  
important rights provided in our Constitution has led me to strongly consider pursuing a career as a public  
defender. I am fascinated by our criminal justice system and am deeply convinced in the need to provide  
effective legal assistance to those in our society who are unable to afford legal representation. I can think  
of no better place to begin my legal career as a public defender than as a summer intern in your office.

I am further convinced that an internship at the Fredericksburg Public Defender will provide me  
an excellent opportunity to hone my research, writing, and advocacy skills. The internship would also  
provide me significant exposure to the various types of criminal defense work.

I have enclosed my résumé and a writing sample for your review. Thank you in advance for  
considering my application.

Sincerely,

Gordon Peterson

Enclosures (2)
NAME R. HERE

Street Address • Charlottesville, VA 22903 • 434.000.0000
alias@virginia.edu

EDUCATION

UNIVERSITY OF VIRGINIA SCHOOL OF LAW, Charlottesville, VA
J.D. Expected, May 2007/8/9
• Public Interest Law Association, Member
• First Year Council and Student Body Representative
• Clinics: International Human Rights Law Clinic; Iraqi Tribunal Clinic

UNDERGRADUATE COLLEGE, City, ST
B.A., Major, May YEAR
• Honors: General & Departmental Honors
• Activities: Resident Advisor; Research Assistant; Resident Staff, Foreign Affairs Symposium
• Writing: Staff Editor, My College’s Newspapers

UNIVERSITY OF BARCELONA SUMMER PROGRAM, Barcelona, Spain
Course of Study, May YEAR

EXPERIENCE

PUBLIC DEFENDER SERVICE, Washington, D.C.
Intern, 2006
• Provide narrative here;
• Provide narrative here;
• Provide narrative here.

UNITED STATES ATTORNEY'S OFFICE, Washington, D.C.
Intern, 2005
• Provide narrative here;
• Provide narrative here;
• Provide narrative here.

UNITED STATES DEPARTMENT OF AGRICULTURE, Washington, DC
Farmer, Summer 2002
• Provide narrative here;
• Provide narrative here;
• Provide narrative here.

CAMP HOLIDAY TRAILS, Otisfield, ME
Rope Jumper, Summer 2004
• Provide narrative here;
• Provide narrative here;
• Provide narrative here.

LANGUAGE SKILLS; INTERESTS
• Language: Spanish (proficient)
• Interests: Major League Baseball; reading U.S. History
NAME HERE, JR.

ALIAS@VIRGINIA.EDU

1324 SILVERBELL COURT • CHARLOTTESVILLE, VA 22903 • 434.555.6237

EDUCATION

UNIVERSITY OF VIRGINIA SCHOOL OF LAW, Charlottesville, VA

J.D. Expected, May 2009
- Extramural Moot Court Team (Sutherland Cup), Member
- Student Bar Association Career Services Committee, First Year Liaison

GEORGE MASON UNIVERSITY, Fairfax, VA

B.A., Double Majors in English and Communications, June 1997
- Center for Teaching & Learning, Tutor (critiqued undergraduate theses)
- Reflections, Copy Editor

PROFESSIONAL EXPERIENCE

EMPLOYER, INC., City, ST

Title, 2005
- Narrative here
- Narrative here
- Narrative here

EMPLOYER, City, ST

Title, 2004-2005
- Narrative here
- Narrative here
- Narrative here

EMPLOYER, City, ST

Title, 2004-2005
- Narrative here
- Narrative here
- Narrative here

EMPLOYER, City, ST

Title, 2003
- Narrative here
- Narrative here
- Narrative here

VOLUNTEER WORK & INTERESTS

- Volunteer work: indicate here
- Language Skills: indicate here
- Interests: indicate here
EDUCATION

UNIVERSITY OF VIRGINIA SCHOOL OF LAW, Charlottesville, VA
J.D. Expected, May 2009
- Lile Moot Court Competition, Participant (Round II)
- Peer Advisor Program, Volunteer

PRINCETON UNIVERSITY, Princeton, NJ
A.B. Economics (Minors in American Studies; Finance), summa cum laude, June 2004
- Law and Public Affairs Forum, Member
- Princeton Young Achievers, Inductee

EXPERIENCE

UNITED STATES ATTORNEY'S OFFICE FOR THE DISTRICT OF COLUMBIA, Washington, DC
Summer Intern, Summer 2006
- Assisted with drafting of indictments before the D.C. grand jury;
- Conducted interviews with crime victims;
- Accompanied prosecutors to court; observed trials and allocutions.

MENSHIEVICS & BOLSHEVICKS, LLP, Washington, D.C.
Summer Associate, Summer 2007
- Researched and drafted memoranda and pretrial motions on various issues including but not limited to business litigation, toxic tort and environmental litigation, and insurance litigation;
- Assisted partners and associates with trial preparation—attended and summarized depositions, edited briefs, and supervised preparation of trial binders;
- Researched and wrote standards on discovery and attorney-client privilege in the Fifth Circuit Court of Appeals.

CREATIVE SUMMER, Bethesda, MD
Lead Counselor, Summer 2004
- Directed daily activities ranging from arts and crafts to outdoor games for six-year-olds;
- Prepared daily lesson plans.

THE YOUNG ACHIEVERS, Roanoke, VA
Teacher, Summer 2003
- Created daily lesson plans for program for underprivileged and minority children and taught reading, writing, math, and social studies skills to a group of 18 children
- Worked with developmentally disabled and underperforming children;
- Participated in the America Reads Program under the Department of Education.

INTERESTS
- Avid college and professional football fan; enjoy cooking, reading American history
- Weightlifting
DENNIS YEUNG

1021 Seabring Lane • Charlottesville, VA 22901 • (434) 320-8526 • degy@virginia.edu

EDUCATION

UNIVERSITY OF VIRGINIA SCHOOL OF LAW, Charlottesville, VA
J.D. Expected, May 2008

• Clincis: International Human Rights (2004); Immigration Law (2006)
• Activities: Public Interest Law Association (board member)
  Human Rights Study Project (treasurer)
  National Lawyers Guild (treasurer)
  Hunton & Williams Pro Bono Project

HARVARD COLLEGE, Cambridge, MA
B.A., English, American Literature & Language, magna cum laude, 2000

• Honors: Harvard College Scholarship for academic distinction
• Activities: The Harvard Crimson (design editor); Mission Hill After-School Program (tutor); Intramural House Crew (coxswain)

EXPERIENCE

NATIONAL IMMIGRATION PROJECT, Boston, MA
Haywood Burns Fellow, Summer 2007
Assisted with research and writing for a national non-governmental organization that advocates on behalf of immigrants; responded to various immigration questions by lawyers, other advocates, as well as detainees of the Department of Homeland Security; wrote comment for proposed immigration legislation; co-wrote article regarding the Immigration and Nationality Act’s denials on grounds of public health.

BUCKHEAD COUNTY DISTRICT COURT, Buckhead, GA
Intern, Summer, 2006
Revised and updated the court Rules for Georgia’s 11th District. Collaborated with three district judges and the court’s administrator to revamp the court’s rules of practice to improve the efficiency of the court system.

PROFESSOR DAVID A. MARTIN, Charlottesville, VA
Research Assistant, January – April 2006
Researched and drafted memoranda on international, constitutional and comparative legal issues; analyzed and summarized federal court cases for 4th edition of Asylum Case Law Sourcebook.

HUNGARIAN HELSINKI COMMITTEE, Budapest, Hungary
Assistant, August 2000 – June 2005
Researched and drafted model Code of Conduct and Professionalism for refugee law clinics in Central and Eastern Europe; conducted research on various clinics in the United States; edited the Helsinki Committee’s report on pre-trial detention; assisted with translation for African and Middle Eastern asylum-seekers at the Bicské and Békéscsaba refugee camps.

SKILLS & INTERESTS

• Experience with various research and cataloguing databases, including Summation i-Blaze (research database); Proficient in Spanish, Italian and French;
• Traveled extensively in Eastern and Western Europe, South America, Africa, and the Middle East
• Fluent in Spanish