



PUBLIC SERVICE JOB SEARCH RESOURCE GUIDE



PUBLISHED BY

THE MORTIMER CAPLIN PUBLIC SERVICE CENTER

2009 - 2010

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.

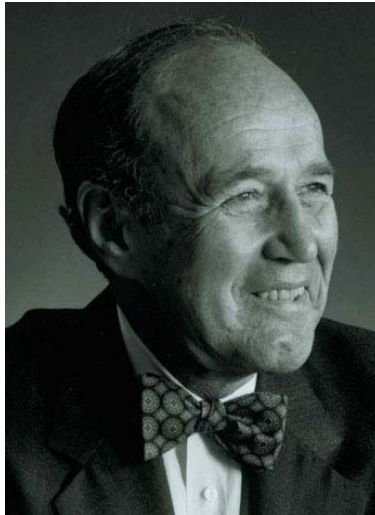
The **Mortimer Caplin Public Service Center** is the School's focal point for public service programming and outreach. The Center also undertakes several projects throughout the year, a few of which include coordinating the annual Public Interest Interview Week; organizing panels and workshops, and coordinating public service fellowships, internships, and awards.

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.

CONTENTS

I.	THE MORTIMER CAPLIN PUBLIC SERVICE CENTER	4
	A. About Mortimer Caplin	
	B. Counseling	
	C. The Staff	
	D. Contact Information	
II.	THE PUBLIC SERVICE LAW JOB SEARCH PROCESS	5
	A. What constitutes public service law?	
	B. Self-assessment – where do I fit?	
	C. Market research – networking; informational interviews	
	D. Find your niche – pursue the job of your dreams	
	E. Marketing yourself to public service employers – building your credentials	
III.	WHERE TO FIND THE EMPLOYERS	14
	A. Resources available to UVA Law students	
	B. Resources available at the Mortimer Caplin Public Service Center	
	C. Online resources	
	D. Where Virginia Law students worked in 2009	
IV.	WORKING FOR THE FEDERAL GOVERNMENT	18
V.	WORKING FOR PUBLIC DEFENDER & PROSECUTOR OFFICES	26
VI.	WORKING FOR PUBLIC INTEREST ORGANIZATIONS	28
VII.	ON GROUNDS INTERVIEWS IN THE FALL & WINTER	29
VII.	THE OCTOBER 2009 EQUAL JUSTICE WORKS CAREER FAIR	29
IX.	LAW FIRM/PUBLIC INTEREST SUMMER SPLITS	29
X.	HOW TO FINANCE YOUR PUBLIC SERVICE WORK	31
	A. Introduction	
	B. Financing your summer internship	
	C. Financing your career	
XI.	APPLYING TO PUBLIC SERVICE EMPLOYERS	34
	A. Introduction	
	B. Resumes	
	C. Cover letters	
	D. Transcripts and writing samples	
	E. References	
	F. Following-up your application	
	G. Interviews	
	H. Thank you letters	
	I. Choosing between offers	
XII.	APPENDIX: SAMPLE COVER LETTERS & RESUMES	38

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.

He 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). He 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

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D. CONTACT INFORMATION

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II. 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, lawmakers, 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.



Adam Heyman ('03)

Public Defender, Brooklyn Legal Services

(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.

B. SELF-ASSESSMENT: 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 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.

(2) 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.

(3) 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 2009 accepted jobs with, among others, the following employers (notice the variety in the types of employers):

- Animal Legal Defense Fund
- Brooklyn District Attorney's Office
- Charlotte District Attorney's Office
- Community Legal Services (Skadden Fellowship)
- Legal Aid Justice Center (Powell Fellowship)
- Manhattan District Attorney's Office
- Piedmont Dispute Resolution Center
- Presidential Management Fellows Program: U.S. Dept. of Housing and Urban Development
- Presidential Management Fellows Program: U.S. Dept. of Homeland Security
- Presidential Management Fellows Program: U.S. Department of the Interior
- Presidential Management Fellows Program: Awaiting placement in U.S. agency
- U.S. Air Force, Judge Advocate General's Corps
- U.S. Army, Judge Advocate General's Corps
- U.S. Department of Homeland Security
- U.S. Department of Housing and Urban Development
- U.S. Department of the Interior, U.S. Marshall Service
- U.S. Department of Justice, Executive Office of the United States Trustee
- U.S. Department of Justice, Natural Resources Defense Council (2 graduates)
- U.S. Federal Trade Commission
- U.S. Marine Corps Judge Advocate General's Corps
- U.S. Navy Judge Advocate General's Corps
- U.S. Office of the Comptroller of the Currency
- U.S. Social Security Administration, Philadelphia
- West Palm Beach Office of the Public Defender

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 institutionalize pro bono projects such as the Legal Outreach Project or the Veterans Pro Bono Project.

(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.

III. 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 Symplicity—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

RESOURCE	DESCRIPTION
Symplicity	Internship and permanent positions are posted on the databases.
Public Interest Student Evaluations	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.
Alumi Career Network	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.
PsLawNet	This online resource is available free of charge to UVA Law students and alumni. The site may be accessed at www.pslawnet.org .
UVA Law Public Interest Interview Week	Approximately 40 public interest employers will conduct on-grounds interviews in February 2010. Information on how to sign-up for interviews will be provided in December 2009.

B. FOUR INVALUABLE RESOURCES AVAILABLE AT THE PUBLIC SERVICE CENTER

RESOURCE	DESCRIPTION
<i>Serving the Public: A Job Search Guide 2008-2009 Volume I</i>	Harvard Law School's Handbook & Directory for Law Students and Lawyers Seeking Public Service Work. Volume I (Domestic Organizations)
<i>Serving the Public: A Job Search Guide 2008-2009 Volume II</i>	Harvard Law School's Handbook & Directory for Law Students and Lawyers Seeking Public Service Work. Volume I (International Organizations)
<i>The Nonprofit Sector</i>	Yellow Book: Who's Who in the Management of the Leading Foundations, Universities and other Nonprofit Organizations

C. RECOMMENDED ONLINE RESOURCES

(1) PUBLIC WORKS: Public Works is the Public Service Center's blog. Since August 2007, Public Works has complemented the Public Service homepage, Symplicity, and the Center's e-mail listservs by providing information on public service job opportunities, fellowships, upcoming public service speaker events, and links to helpful employment resources. Public Works is available on the Center's homepage.

(2) PSLawNet: The most important online resource for students and alumni is PSLAWNET (www.pslawnet.org). Opportunities in the PSLawNet database include internships (fall, spring, and summer), postgraduate fellowships, and a wide variety of permanent positions. PSLawNet also includes over 11,000 organizational profiles for nonprofit, government, and other public interest employers. Registered users may search the database, flag and store opportunities for later viewing, receive email alerts with newly posted opportunities, and apply directly for opportunities on PSLawNet.

(3) Other resources:

NAME	WEB ADDRESS	COMMENTS
Civil and Criminal Law		
Action Without Borders	www.idealists.org	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.
American Bar Association Center For Pro Bono and Public Service	www.abanet.org/	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 clerkships, part-time positions, and short-term projects.
American Civil Liberties Union (ACLU)	www.aclu.org/jobs/index.html	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.
Attorney Jobs: The National and Federal Employment Report Online	www.attorneyjobs.com	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.
Child and Family Policy	http://cfp.igpa.uiuc.edu/	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.
The Civil Rights Coalition for the 21 st Century	www.civilrights.org	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.
Commission on Domestic Violence	www.abanet.org/dv/mviol/	Run by the ABA Commission on DV, the site lists important events, national news, articles, internet resources, and much more.
The Council on Foundations	www.cof.org/network/content.cfm?itemnumber=600	Lists job opportunities within foundations throughout the U.S.
echoing green Foundation	www.echoinggreen.org	Provides a two-year fellowship opportunity for emerging social visionaries worldwide to develop new solutions addressing social, political and economic injustice.
Equal Justice Works	www.equaljusticeworks.org	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.

NAME	WEB ADDRESS	COMMENTS
Federal Careers Opportunities Bulletin	www.fedjobs.com	Lists over 30,000 federal jobs nationwide, as well as job fairs and federal agencies. Also offers newsletters, software, books and e-books.
Federal Daily/Federal Employees News Digest	www.federaldaily.com	Published by Federal Employees News Digest, Inc., this site is a great resource for federal job seekers as well as federal employees.
Federal Defenders of Eastern Washington and Idaho	www.fdewi.org	Lists job openings in the Federal Defenders System of Eastern Washington and Idaho.
Federal Jobs Digest Online	www.jobsfed.com	Database of federal vacancies worldwide, in over 300 Federal Agencies.
Federal Government Agencies Directory	www.lib.lsu.edu/gov/fedgov.html	Provides a database of federal government agencies sorted by the Executive, Judicial and Legislative branches. Also includes Independent Boards, Commissions and Committees.
Federal Government Jobs	www.usajobs.opm.gov	The official site of the U.S. government for federal jobs and employment opportunities, including interview tips and tutorials.
FinAid	www.finaid.org	Comprehensive online source for student financial aid information.
The Foundation Center	http://foundationcenter.org/	Excellent resource for students seeking grants or positions in philanthropy.
Harvard Law School's Office of Public Interest Advising	www.law.harvard.edu/students/opia/details.php?id=home	Great source of information concerning public service careers and public service law. Also lists fellowships and online publications.
HillZoo	www.hillzoo.com	Lists jobs on Capitol Hill and provides general information for employees on the Hill, as well.
Lawyers Weekly Jobs.Com	www.lawyersweeklyjobs.com	Considered one of the foremost online resources for employment opportunities in the legal sector.
National Legal Aid and Defender Association	www.nlada.org	Lists job opportunities within civil legal services, defender organizations, public interest organizations, and academia.
NGO Global Network	www.ngo.org	Contains a calendar of UN and NGO events, as well as a link to a database of NGOs.
Probono.net	www.probono.net	Great resource for pro bono projects nation-wide. Divided into areas of law such as Asylum Law, Death Penalty, and Human Rights.
ReliefWeb	www.reliefweb.int	This site supports the humanitarian relief community in general, and also lists vacancies in humanitarian organizations worldwide.
Skadden Fellowship Foundation	www.skaddenfellowship.org/index.cfm	This is the official site of the Skadden Fellowship Foundation. Provides information on the fellowship and the application process.
Soros/Open Society Institute	www.soros.org	Contains information about the programs and foundations funded by the Soros Foundation. Many programs are oriented to the field of criminal justice, human rights and reform of our legal system.
Trial Lawyers for Public Justice/TLPJ Foundation	www.tlpj.org	Database of online legal resources, public interest organizations, lawyers' associations and public interest groups throughout the nation.
Union Jobs Clearinghouse	www.unionjobs.com	Comprehensive resource of job opportunities for students interested in organized labor.
United States Department of Justice	www.usdoj.gov/oar/index.html	Contains job listings as well as information and applications for the Honors and Summer Law Intern programs.

D. WHERE VIRGINIA LAW STUDENTS WORKED DURING THE SUMMER OF 2009

CIVIL LEGAL SERVICES		
Employer	City, State	
Brooklyn Legal Services Corporation	Brooklyn, NY	
Central Virginia Legal Aid Society	Charlottesville, VA	

Greater Boston Legal Services, Mental Health Law and Elderly Law Divisions	Boston, MA	
Legal Aid Justice Center, Civil Advocacy Program	Charlottesville, VA	
Legal Aid Justice Center, Immigrant Advocacy Program	Charlottesville, VA	
Legal Aid Justice Center, JustChildren	Charlottesville, VA	
North Penn Legal Services	Williamsport, PA	
Right to Work Legal Defense Foundation	Springfield, VA	
FEDERAL GOVERNMENT		
Employer	City, State	
U.S. Department of Education, Office of Civil Rights	Washington, DC	
U.S. Department of Justice, Child Exploitation and Obscenity Section	Washington, DC	
U.S. Department of Justice, Civil Division	Washington, DC	
U.S. Department of Justice, Civil Rights Division, Employment Litigation Section	Washington, DC	
U.S. Department of Justice, Criminal Division, Appellate Division	Washington, DC	
U.S. Department of Justice, Domestic Security Section	Washington, DC	
U.S. Department of Justice, Environmental Defense Section of the ENRD	Washington, DC	
U.S. Department of Justice, Federal Tort Claims Act Division	Washington, DC	
U.S. Department of Justice, Office of Prosecutorial Development, Assistance & Training	Washington, DC	
U.S. Department of Justice, Tax Division	Washington, DC	
Environmental Protection Agency	Washington, DC	
Federal Public Defender, Western District of Virginia	Roanoke, VA	
Federal Trade Commission, Bureau of Competition	Washington, DC	
National Labor Relations Board	Washington, DC	
U.S. Agency for International Development	Washington, DC	
U.S. Army JAG, Africa Command	Stuttgart, Germany	
U.S. Attorney's Office for the District of Columbia	Washington, DC	
U.S. Attorney's Office for the District of Massachusetts	Boston, MA	
U.S. Attorney's Office for the Eastern District of New York	Brooklyn, NY	
U.S. Attorney's Office for the Eastern District of Virginia	Alexandria, VA	
U.S. Attorney's Office for the Northern District of Georgia	Atlanta, GA	
U.S. Attorney's Office for the Southern District of New York	New York, NY	
U.S. Attorney's Office for the Western District of Michigan	Grand Rapids, MI	
U.S. Attorney's Office for the Western District of North Carolina	Richmond, VA	
U.S. Attorney's Office for the Western District of Pennsylvania	Pittsburgh, PA	
U.S. Attorney's Office for the Western District of Virginia	Roanoke, VA	
U.S. Small Business Administration	Washington, DC	
INTERNATIONAL		
Employer	City, State	
Asylum Access	Ecuador	
Human Rights Law Resource Centre	Australia	
Institute for International Law & Human Rights	Washington, DC	
International Criminal Tribunal for Rwanda	Tanzania	
International Criminal Tribunal for the former Yugoslavia	The Hague, Netherlands	
International Justice Mission	Uganda	

Justice and Peace Commission	Liberia	
Lawyers for Legal Assistance	Sierra Leone	
PUBLIC DEFENDERS		
Employer	City, State	
Alaska Public Defender	Nome, AK	
California Appellate Project	San Francisco, CA	
Cambridge Superior Court Office of Public Defenders	Cambridge, MA	
Colorado State Public Defender	Colorado Springs, CO	
Cook County Public Defender's Office	Chicago, IL	
D.C. Public Defender Service, Civil Legal Services Division	Washington, DC	
D.C. Public Defender Service, Juvenile Division	Washington, DC	
Washoe County Public Defender	Reno, NV	
PUBLIC INTEREST ORGANIZATIONS		
Employer	City, State	
American Council of Education	Washington, DC	
American-Arab anti-Discrimination Committee	Washington, DC	
Compassion Over Killing	Washington, DC	
Conservation Law Foundation	Portland, ME	
Defenders of Wildlife	Washington, DC	
Electronic Piracy Information Center	Washington, DC	
Fair Trial Initiative	Durham, NC	
Future Leaders for America	Arlington, VA	
Goodbye Minimally Adequate	Columbia, SC	
Human Rights First, Latin American Defenders	New York, NY	
Public Citizen Litigation Group	Washington, DC	
Southern Environmental Law Center	Charlottesville, VA	
Virginia Capital Representation Resource Center	Charlottesville, VA	
Thomas Jefferson Center for the Protection of Free Expression	Charlottesville, VA	
STATE AND LOCAL GOVERNMENT		
Employer	City, State	
Cambridge Public Schools Legal Counsel	Cambridge, MA	
Chesterfield County Commonwealth's Attorney's Office	Chesterfield, VA	
Commonwealth's Attorney's Office of Prince William County	Woodbridge, VA	
New York State Department of Environment Conservation	Albany, NY	
North Carolina Attorney General's Office	Raleigh, NC	
Prosecuting Attorney's Office	Olympia, WA	
San Francisco District Attorney's Office	San Francisco, CA	
Suffolk County District Attorney's Office	Boston, MA	

IV. WORKING FOR THE FEDERAL GOVERNMENT

A. HELPFUL RESOURCES

- (1) *Federal Legal Employment Opportunity Guide*: Published annually by the National Association of Law Placement (NALP), this guide is available on the Public Service Center's homepage (follow link to Employment Resources folder). The 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, including specific advice on how to apply to various agencies, agency-specific application forms, as well as information on federal government salaries, benefits, and loan repayment assistance programs.

- (2) ***The Government Honors & Internship Handbook***: Published annually by the University of Arizona, James E. Rogers College of Law, the online handbook provides comprehensive information about federal (and some state) honors and internship opportunities, including hiring information, deadlines, etc. It is also available on our public service homepage (login and password provided). Attached to this memo is a list of honors programs available to rising third years that were featured in the handbook.
- (3) ***USAJobs***: The official employment website for federal government is USAJobs.gov. While many federal agencies fill their vacancies by allowing applicants to contact them directly, Congress has charged the Office of Personnel Management (OPM) to post all vacancies for competitive civil service positions lasting more than 120 days. OPM does so on its website, USAJOBS. Bear in mind that for purposes of OPM announcements, the posting “agency” is the parent agency – i.e., Department of the Treasury, and not the IRS. Applicants are able to register with the database and to receive e-mail updates about job postings. However, while USAJobs is the repository for federal government job announcements, most of the positions advertised on the site are for positions that require immediate start dates, rendering the database unavailing for your fall job search. Familiarizing yourself with USAJobs early on is helpful but 3Ls should rely on the websites of the government agencies for information on entry-level hiring programs.
- (4) ***Westlaw***: Once you sign in, follow the link to “Job Posting” on the Law School Resources directory, which will take you to the West Career Resources page. Click on “Job Postings Databases.” Then click on “Search our extensive database” which will take you to “Law Student Jobs Online.” On the right side of the page there is a search option for “Special Programs and Opportunities” which allows you to search for (1) Court/Judicial Clerkships; (2) Fellowship/Scholarship; (3) Honors Program; (4) Internship (Government/Public Interest). We have found this resource extremely helpful.
- (5) ***Public Works and the Center’s Homepage***: the Center’s blog has featured several government honors programs (see postings under the “Federal Government” category). The Center’s page includes links to Public Works, the NALP Guide, the *Government Honors & Internship Handbook*, and a directory of federal agencies.

B. HONORS, INTERNSHIP, AND VOLUNTEER OPPORTUNITIES

Many federal government agencies offer permanent and internship opportunities to law students. Generally, third-year students apply to Honors Programs and second-years, to Summer Internship programs. Typically, volunteer positions are filled by first-year law students. Agencies that hire third- and second-year students provide employment information on their websites. Below is a sampling of federal government agencies and their available honors and internship programs.

(1) U.S. Department of Justice

Familiar to all law students, the DOJ is a cabinet-level department responsible for enforcing the law and defending 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).

- a. **The Honors Program**:⁴ A program through which third years can obtain entry-level attorney positions following graduation from law school.⁵ The majority of

⁴ See www.usdoj.gov/oarm/arm/hp/hp.htm

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.⁶ Starting salaries are available on the DOJ's website.⁷

- b. **The Summer Law Internship Program:**⁸ A paid DOJ internship program through which second years may work for the DOJ during their 2L summer.⁹ Interns are paid \$18.04/hr.¹⁰ As with the Honors Program, interested applicants must submit their application on September 2. 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.
- c. **The Volunteer Law Internship Program:**¹¹ As the name implies, VLIP is an unpaid internship primarily available to first year students ; however, the DOJ welcomes applications from second- and third-year students as well. The volunteer program 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, the list is not comprehensive and you ought to apply to any component that interests you. Generally, in consideration of the 1L application timeline, the vast majority of components that hire volunteers will not accept applications until after December 1.
- d. Website: www.usdoj.gov/oarm/arm/hp/hp.htm

(2) U.S. Department of Commerce

- a. Summer Legal Internship: The Department hires 1Ls and 2Ls for its [summer legal internship](#). Internships may be volunteer or paid (depending on funding availability) and are available in the following offices within the Office of the General Counsel: Chief Counsel for International Commerce; Chief Counsel for Import Administration; Chief Counsel for the Bureau of Industry & Security; Assistant General Counsel for Administration (labor and employment law, government ethics and administrative law); Assistant General Counsel for Legislation and Regulation; Assistant General Counsel for Finance and Litigation (tort and commercial litigation, contract law and grant review); Chief Counsel for Commercial Law Development; Chief Counsel for Technology Administration which provides legal services to the National Institute of Standards and Technology; and Chief Counsel for Economic Affairs which provides legal services to the Census Bureau.
- b. Website: http://www.ogc.doc.gov/internSummer_info.html

⁵ 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

⁶ For non-Washington, D.C. area assignments, see www.usdoj.gov/oarm/geo_attorney.htm

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

(3) U.S. Department of Treasury

- a. Office of General Counsel
 - i. Summer Honors Program: The Office of General Counsel's Summer Honors Program is a volunteer internship for 1Ls and 2Ls at Treasury headquarters in Washington, DC. Interns will perform research and writing and learn about substantive areas of the law in the offices of the Assistant General Counsel for International Affairs, the Assistant General Counsel for Banking and Finance, the Assistant General Counsel for Enforcement and Intelligence, the Assistant General Counsel for General Law, Ethics & Regulation, or in the Office of the Chief Counsel of the Office of Foreign Assets Control.
 - ii. Website <http://www.ustreas.gov/offices/general-counsel/honors.shtml>
- b. Internal Revenue Service
 - i. The IRS Chief Counsel Honors Program is available to third year law students, graduating Tax LLM students, and recent graduates of American Bar Association accredited law schools. Entry-level positions provide the opportunity to acquire significant training and experience in tax law (or personnel and labor law in the General Legal Services Division). The Office of Chief Counsel will interview honors candidates for all 50 office locations nationwide. There is a 3-year tenure commitment.
 - ii. Website: http://www.jobs.irs.gov/car_other_atty_honors.html.
- c. Office of the Comptroller of the Currency (OCC): Chief Counsel's Office
 - i. The OCC charters, regulates, and supervises all national banks. It also supervises the federal branches and agencies of foreign banks. Headquartered in Washington, D.C., the OCC has four district offices plus an office in London to supervise the international activities of national banks. The Chief Counsel's Employment Program for Law Graduates begins in late September/early October of each year and is the OCC's primary means of hiring entry-level attorneys. Initial appointment is as a law clerk and, upon being admitted to the bar, law clerks are reclassified as attorneys.
 - ii. Website: <http://www.occ.treas.gov/jobs/lawjob.htm>

(4) U.S. Department of State: Office of the Legal Adviser

- a. The Office of the Legal Adviser advises principals and policy officers in the State Department on all legal issues, domestic and international, arising in the course of the Department's work. Attorneys in the Office are at the forefront of the important international issues faced by our country, whether they are working to respond to humanitarian crises, to prevent human rights abuses, to promote international trade and resolve international disputes, to create a more livable world, or to help foster peace and security. 3Ls are hired through a highly competitive New Attorney Program – approximately 12 to 14 of nearly 1,000 applicants each year are selected.
- b. Website: <http://www.state.gov/s/1/3190.htm>

(5) U.S. Deposit Insurance Corporation: Legal Division

- a. The FDIC Honors Attorney program runs for 24 months and while there is no guarantee of employment beyond then, it is customary during the second year for Honors Attorneys to apply for available permanent vacancies in the Legal Division. During the first year of the program, all of the Honors Attorneys participate in three-month rotations through various Legal Division sections in the FDIC Headquarters office as well as one rotation to one of its field locations (Boston, New York, Atlanta, Chicago, Kansas City, Dallas or San Francisco). During their second year, Honors Attorneys devote their time to longer-term assignments with one or more of the sections.
- b. Website: <http://www.fdic.gov/about/legalhonors/index.html>

(6) Central Intelligence Agency: Office of General Counsel

- a. The CIA OGC handles legal issues relating to foreign intelligence and counterintelligence activities, international terrorism, international narcotics trafficking, nonproliferation, personnel and security matters, contracting, finance and budget matters, legislation, and both civil and criminal litigation. The office's Legal Honors Program is a three-year program that allows a small number of exceptionally qualified 3Ls to obtain a broad exposure to national security law.
- b. Website: <http://tiny.cc/cia>

(7) U.S. Environmental Protection Agency: Office of General Counsel

- a. The EPA's Office of General Counsel is the chief legal advisor to the EPA, the agency tasked with implementing the nation's environmental laws. OGC lawyers provide legal counsel to EPA policy-makers, thus providing critical input to rules, regulations, and guidance documents that are promulgated and issued to implement the agency's statutory obligations.
- b. Honors Program (Headquarters – Washington, D.C.) and Regional Opportunities:
 - i. Honors Fellowship Program (EPA Headquarters): accepts applications for a two-year fellowship. A new Fellow is hired each year and thus two Fellows serve concurrently each year.
 - 1. Website: <http://www.epa.gov/ogc/fellowship.htm>
 - ii. Region 1 (New England): Honors Program
 - 1. Website: <http://www.epa.gov/ne/attorney/index.html>
 - iii. Region 3 (Philadelphia): Accepts applications from 3Ls (and judicial clerks) for the Michael Vaccaro Honors Attorney Fellowship program.
 - 1. Website: <http://www.epa.gov/region3/vaccaro.htm>
 - iv. Region 9 (San Francisco): The Office of Regional Counsel accepts applications from 3Ls for the Region 9 Honors Attorney Fellowship – a two-year fellowship working in the San Francisco office.
 - 1. Website: <http://www.epa.gov/region09/orc/positions.html>

(8) U.S. Department of Homeland Security: Office of General Counsel

- a. The General Counsel's Honors Program serves as the cornerstone for entry-level attorney hiring by the Department of Homeland Security. Candidates selected for the Honors Program will have the opportunity to work in the headquarters Office of the General Counsel, or join one of the component legal offices within the Department that operate under the supervision of the General Counsel, including legal offices within the Federal Emergency Management Agency, Customs and Border Protection, Transportation Security Administration, Immigration and Customs Enforcement, Citizenship and Immigration Services, and the United States Coast Guard. The General Counsel is the chief legal advisor to the Secretary and chief legal officer for the DHS.
- b. Website: http://www.dhs.gov/xabout/careers/gc_1192223920159.shtm

(9) U.S. Securities & Exchange Commission

- a. Third year students may apply to the SEC's Advanced Commitment Program for entry-level attorney positions. Divisions at SEC headquarters in D.C. that have hired 3Ls in the past few years include Corporation Finance, Enforcement, Market Regulation, Investment Management, the Office of Compliance, Inspections, and Examinations, and the Office of the General Counsel. Attorneys in the regional offices concentrate in enforcement matters, conduct investigations, and litigate cases they file or institute. Applicants should apply online and indicate the offices in which they are interested.
- b. The Summer Honors Law Program accepts 1Ls and 2Ls to work in its Washington, DC headquarters or one of its regional offices in New York, Atlanta, Boston, Chicago, Denver, Fort Worth, Los Angeles, Miami, Philadelphia, Salt Lake City, and San Francisco.
- c. Website: <http://www.sec.gov/index.htm>

(10) U.S. Equal Employment Opportunity Commission

- a. The EEOC General Counsel is responsible for conducting EEOC enforcement litigation under Title VII of the Civil Rights Act of 1964 (Title VII), the Equal Pay Act (EPA), the Age Discrimination in Employment Act (ADEA), and the Americans with Disabilities Act (ADA). The Attorney Honor Program focuses on recruiting and hiring third year law students, full-time graduate law students, and judicial law clerks for permanent agency positions.
- b. Website: <http://www.eeoc.gov/soars/honorprogram.html>

(11) U.S. Department of Labor: Office of the Solicitor

- a. The Office of the Solicitor is the legal department of the Department of Labor. It enforces occupational safety and health laws, certain civil rights laws, pension and health laws, minimum wage and overtime requirements, whistleblower protections, and other labor and employment laws. Approximately half of the office's 425 attorneys work in Washington, D.C. (headquarters) and the rest in the office's 14 regional offices located in Atlanta, Boston, Chicago, Dallas, Kansas City, New York City, Philadelphia, San Francisco, Arlington, Cleveland, Denver, Nashville, Los Angeles, and Seattle. 5-8 Honors Attorneys are hired each year.
- b. The Office of the Solicitor also hires about 15 1Ls and 2Ls interns per summer for its unpaid summer internships. Internships are available in the nine divisions in Washington, DC, as well as the fourteen branch offices in Atlanta, Nashville,

Cleveland, Boston, Chicago, Dallas, Kansas City, Denver, New York City, Philadelphia, Arlington, VA, San Francisco, Los Angeles, and Seattle.

- c. Website: <http://www.dol.gov/sol>

(12) Federal Communication Commission

- a. The FCC's Office of General Counsel Attorney Honors Program is a two-year recruitment and training program designed to introduce new and recent law school graduates to the field of communications law and policy. Honors Program attorneys will participate in the many varied aspects of federal administrative practice as they relate to the FCC's oversight of television, radio, cable, wireless, wireline, satellite, and other communications services and facilities. Honors Program participants will be located at the FCC's headquarters in Washington, D.C. and will be assigned to one of the agency's bureaus. At the end of the two-year program, Honors Attorneys are eligible to apply for continued employment at the FCC.
- b. Website: <http://www.fcc.gov/>

(13) U.S. Department of Defense

- a. Honors Legal Intern Program: The Department accepts 1Ls and 2Ls for its paid [Honors Legal Intern Program](#). Interns are typically assigned to one of the following offices: Acquisition & Logistics; Environment and Installations; Fiscal; International Affairs; Intelligence; Legal Counsel; Personnel & Health Policy; and Standards of Conduct, or to the Offices of General Counsel for Washington Headquarters Service and the Defense Security Cooperation Agency.
- b. Website: <http://www.dod.mil/dodgc/contact.html>

(14) U.S. Department of Energy

- a. Law Student Intern Program: The Law Student Intern Program in the Office of the General Counsel offers 1Ls and 2Ls the opportunity to work on legal research and writing projects in the following areas: energy efficiency, nuclear security and non-proliferation, renewable technologies, alternate fuels vehicles, environmental compliance, intellectual property, alternative dispute resolution, and loan guarantee programs.
- b. Website: <http://www.gc.energy.gov/1101.htm>

C. FEDERAL GOVERNMENT FELLOWSHIPS

(1) Presidential Management Fellows Program

- a. The PMF Program is a prestigious federal government fellowship sponsored by the Office of Personnel Management (OPM) for graduate students from various academic disciplines (law, master's, or doctoral-level degree) who expect to graduate during in the 2009-2010 academic year and who seek a two-year paid fellowship with a federal government agency. More than 80 federal agencies currently partner with the PMF Program Office to hire Fellows annually. Traditionally, agencies that have hired PMFs have included the Departments of Agriculture, Commerce, Defense, Education, Energy, Health and Human Services, Homeland Security, Housing and Urban Development, Interior, Justice, Labor, State, Transportation, and the Treasury, the FBI, the Library of

Congress, NASA, and the U.S. Agency for International Development. Following the conclusion of the two-year fellowship, PMFs usually have the opportunity to convert their fellowship into a full-time permanent position.

- b. Application process:
 - i. Students will first submit an application on the PMF site (see below).
 - ii. Applicants will simultaneously submit a nomination form to the Public Service Center to request to be nominated by the Law School.
 - iii. The Public Service Center will conduct brief interviews to determine candidates' qualifications
 - iv. Nominated applicants will then take an assessment test in January or February – assessments conducted nationwide; late February – nominees will be notified of finalist status.
 - v. Website: <https://www.pmf.opm.gov/HProgramOverview.aspx>

(2) U.S. Department of Justice, Office of the Solicitor General – Bristow Fellowship (Post-Clerkship)

- a. The Office of the Solicitor General supervises and conducts government litigation in the United States Supreme Court. Virtually all such litigation is channeled through and conducted by the Office of the Solicitor General.
- b. The Office accepts applications each year for a one-year Bristow Fellowship. Fellows help draft briefs in opposition to *certiorari* filed against the government in the U.S. Supreme Court and help prepare recommendations to the Solicitor General regarding authorization of government appeals in the lower courts. The Fellows also assist staff lawyers in preparing petitions for *certiorari* and briefs on the merits in Supreme Court cases, work on special projects, and assist the Solicitor General and other lawyers in the office in the preparation of oral arguments in the Supreme Court.
- c. In recent years, four Bristow Fellows have been selected each year. Applicants must be law school graduates with excellent academic records and typically come to the Fellowship after completion of a one-year judicial clerkship, most frequently with a federal appellate court judge.
- d. Website: <http://www.usdoj.gov/osg/opportunities/bristapp.html>

(3) AmeriCorps: Equal Justice Works Pro Bono Legal Corps

- a. AmeriCorps is a federal government program that was created by the National and Community Service Trust Act of 1993. The AmeriCorps fellowship program for attorneys, formally known as the Equal Justice Works (EJW) Pro Bono Legal Corps, is a highly regarded national service program that places law school graduates at nonprofit and legal aid organizations. AmeriCorps attorneys serve up to two 11-month terms, starting in August each year. Positions are located at sites in Los Angeles, New Orleans, Boston, San Francisco, Jacksonville, Helena, and other cities around the country. The Pro Bono Legal Corps is an excellent first step to build a career in public interest law.
- b. Benefits: \$30,000 - 40,000 for living allowance and supplemental benefits (actual amount depends on the organization); \$4,725 award for educational loan repayment or tuition at completion of service; fringe benefits including health care insurance, child care assistance, travel costs, etc.; and participation in EJW

Leadership Development program in Washington D.C. with additional annual training.

- c. Website: <http://www.equaljusticeworks.org/programs/amicorps/general>

V. WORKING FOR PUBLIC DEFENDER AND PROSECUTOR 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 many federal government agencies tend to rely 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. WORKING FOR A PUBLIC DEFENDER OFFICE (PDO)

PDOs represent indigent individuals accused of crimes. 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.

Virginia 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.

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 Pubic Defender Office*.¹² 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 at PDOs. There is a high probability that someone has evaluated PDOs you are interested in. The evaluations are available on LawWeb, in the Public Service directory.

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. You should start your inquiry early and this timetable applies to both permanent attorney positions and summer internships. However, please know that many prosecutor offices may inform you that they will not begin their application process until the following spring.

In addition to directly contacting PDOs, we highly recommend that you attend the October 24-25, 2009, 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 VIII below for information on this important event.

¹² See www.law.virginia.edu/pdf/DefendersManual.pdf

B. WORKING FOR DA, AG, AND USAO OFFICES

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. Almost all DA and AG offices have some type of summer internship program and frequently hire immediately after graduation from law school.

You should first carefully review the Public Service Center's *How to Obtain a Job in a Prosecutor's Office*, available on the Center's website.¹³ 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.

We have found two helpful resources that will allow you to identify state and local prosecutor offices: (1) City/County Attorney Internship Book (2009), available in the Public Service Center, and (2) PROSECUTOR.INFO, an online compendium of prosecutor offices around the country assembled by the Eaton County Prosecutor's Office.¹⁴ The Internship Book, produced by the Career Education Institute, will soon be available online and we will provide you a username and password to access the site.¹⁵

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 DA and AG offices. There is a high probability that someone has evaluated the DA/AG offices you are interested in. Please know that the evaluations are available for review (and submission) online (Law web log-in required).

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.¹⁶ 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 24-25, 2009 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

¹³ See www.law.virginia.edu/pdf/prosecutorhowto.pdf

¹⁴ See <http://207.74.121.45/Prosecutor/proslist.htm>

¹⁵ See www.internships-usa.com/

¹⁶ A comprehensive list of U.S. Attorneys Offices is available here: www.usdoj.gov/usao/

and permanent positions. The Public Service Center will pay for your attendance. Please see Section VIII below for information on this important event.

VI. WORKING FOR PUBLIC INTEREST ORGANIZATIONS

There are numerous types of public interest organizations that fit under the public interest umbrella. We have found it helpful to conceptualize these organizations under two categories: organizations that provide direct client services and organizations that focus primarily on impact litigation, policy, and advocacy.

A. DIRECT CLIENT SERVICES

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. While the starting salaries are not high, these employers 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.

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.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, 2008-2009 – 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. Listed alphabetically and available online (Law Web) 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.

While the above resources are indispensable, a most valuable resource available to law students and graduates of the Law School is PSLawNet – the Public Service Law Network, an online clearinghouse that lists opportunities and information.¹⁸ Opportunities in the PSLawNet database include internships, post-graduate fellowships, and permanent positions.

Once you create a list of legal aid offices where you want to work, you should begin contacting the offices as early as possible – no later than November or early December, at the very least, to request information on their application process. We recommend that you 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.

¹⁷ See www.law.virginia.edu/pdf/legalserviceshowto.pdf

¹⁸ See www.pslawnet.org/aboutpslawnet

In addition to directly contacting these organizations, we also highly recommend that you attend the October 24-25, 2009, 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 VIII below for information on this important event.

B. IMPACT LITIGATION, POLICY, AND ADVOCACY ORGANIZATIONS

Some legal organizations conduct primarily impact litigation – matters that affect a group of people with a particular issue in common. Other A few examples of these types of organizations include the American Civil Liberties Union (ACLU), the Mexican American Legal Defense and Education Fund (MALDEF), Catholic Charities Immigration Legal Services, the Robert F. Kennedy Memorial Center for Human Rights, and the Washington Institute for Near East Policy. There are virtually hundreds of organizations where law students can find employment. In addition to PSLawNet, we highly recommend two additional resources: (1) *Serving the Public: A Search Guide*, Volumes I-II, 2008-2009 – Harvard Law School’s Handbook & Directory for Law Students and Lawyers Seeking Public Service Work; and (2) *Washington Internships in Law & Policy*, both available in the Public Service Center. Please note that the *Internships in Law & Policy* handbook includes a checklist of materials that applicants must submit.

VII. OGI OPPORTUNITIES IN THE FALL AND WINTER 2010

Many public service organizations recruit at the Law School in the fall and spring semesters. Please check Symplicity for a list of the public service employers that are recruiting in August and September.

Each Winter, the Public Service Center sponsors the Public Interest Interview Week. Many public service 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 on Symplicity in early January 2010. The Winter 2010 Public Interest Interview Week will take place in February 2010.

VII. THE EQUAL JUSTICE WORKS CAREER FAIR IN OCTOBER 2009

As we indicate above, in addition to participating in OGIs and directly contacting public service employers, you should also consider attending the October 24-25, 2009 Equal Justice Works (EJW) Career Fair at the Omni Shoreham Hotel in Washington, D.C.,¹⁹ 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.

UVA Law students have had tremendous success at the EJW career fair in the past several years and if you are interested in participating in the fair, please contact the Public Service Center at publicservicelaw@virginia.edu.

IX. 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

¹⁹ See www.equaljusticeworks.org/

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.

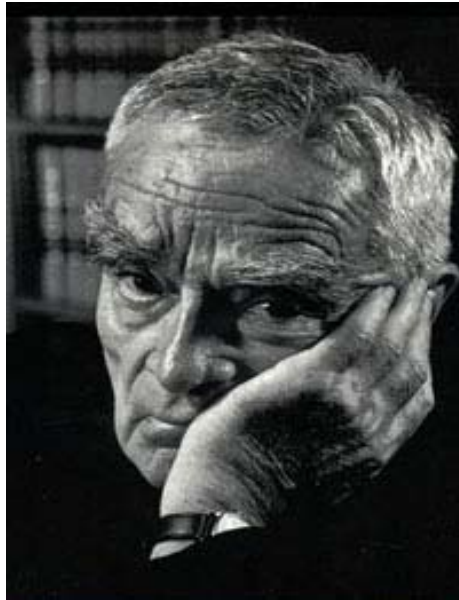
Yale Law School²⁰ and Georgetown Law²¹ maintain a list of law firms that sponsor summer splits. You should know that the Yale and Georgetown lists are not comprehensive – you may be able to arrange a split with your law firm, provided you commit to work there for the first half of the summer. Please 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.

We hope this provides a helpful summary of the various options available to you. If you wish to discuss the various options available to you in the public sector, do not hesitate to contact us at (434) 924-3883 or publicservicelaw@virginia.edu.

²⁰ See www.law.yale.edu/documents/pdf/cdo-firmsSponsSplitSummers.pdf

²¹ See www.law.georgetown.edu/OPICS/documents/2005SplitSummerFirms_000.pdf

X. 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 2008, 72 students received a PILA grant and \$350,000 was dispersed. Second year law students receive approximately \$7,000 for 10 weeks of full-time work during the summer, and first year students receive approximately \$4,100. 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. Please note that PILA grants are not guaranteed to every applicant.

(2) ABA Commission on Homelessness and Poverty/John J. Curtin, Jr. Legal Internship. This Fund provides a \$2,500 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. <http://www.aefapaba.hostcentric.com/summer/summer.html>
- (5) **Equal Justice America Legal Service Fellowships** Pays up to \$4000 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
- (6) **Everett Public Service Internship Program** Sponsors more than 180 summer internships at more than 60 nonprofit organizations nationwide. Stipend is \$280 per week. www.everettinternships.org
- (7) **Federal Communications Bar Association Foundation** Awards at least five summer stipends to students employed as unpaid summer interns in communications positions in government offices. Stipend is \$5000. www.fcba.org/foundation.
- (8) **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 \$8000. Web: www.legalfoundation.org/pages/goldmark_internship
- (9) **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.
- (10) **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 \$5000. www.hbadc.org.
- (11) **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 transportation costs and some funding is available. <http://www.law.umich.edu/centersandprograms/clinical/calc/Bergstrom/Pages/summerfellowship.aspx>.
- (12) **New Jersey Summer Public Interest Legal Intern Program** Approximately 20 paid positions are available with legal services offices throughout New Jersey. Stipends are \$550 per week for first years, and \$750 per week for seconds. www.lsnj.org/internprog.htm.
- (13) **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.
- (14) **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 and receive up to \$2500 towards travel and other expenses. www.amnestyusa.org/patrickstewart/

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

(16) Pennsylvania Legal Services Martin Luther King Internship Program Minority law students are assigned to paid internships in local legal service programs across Pennsylvania. http://www.palegalaid.net/mlk_program.htm.

(17) Public Interest Law Initiative (PILI) Summer internship program for 1Ls and 2Ls. Interns must work for one of 45 participating Chicago area public interest organizations. Interns receive a stipend of \$5,000 for 10-weeks of full-time work. www.pili-law.org.

(18) Robert Masur 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/.

(19) 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.

(20) 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 Symplicity 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, www.ratedexpro.net (information about mortgage rates and auto loans); www.finaid.org (information on law school financial aid resources and other available loan options).

(1) Virginia Loan Forgiveness Program

Administered by the Virginia Law Financial Aid Office (Director: Cindy Burns), 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 Financial Aid and Public Service web pages.

(2) Postgraduate Fellowships

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

In addition to fellowships sponsored by employing organizations or law firms, the University of Virginia sponsors the **Powell Fellowship in Legal Services**. The Fellowship honors 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. Application information can be found on the Public Service Center's web site under "Fellowships". The deadline to submit your application is October 16, 2009.

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.

XI. 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 complete 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 a 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, including: “Why did you go to law school?” “Why do you want this job?” And you should also prepare 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?

Attire for all public service employers: 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 employers ask 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 (and sent via snail-mail), or sent via e-mail.

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 Virginia 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.

XII. APPENDIX A: SAMPLE COVER LETTERS (PP 39 – 43)

APPENDIX B: SAMPLE RESUMES (PP 44 – 48)

COVER LETTER NO. 1

APPLICATION TO A LEGAL AID ORGANIZATION

111 Cedars Court, Apt. Z-9
Charlottesville, VA 22903
(434) 555-9999

January 6, 2009

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

Dear Ms. Kaban:

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

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

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

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

Sincerely yours,

Jane Q. Publico

Enclosures (2)

SAMPLE COVER LETTER NO. 2

APPLICATION TO A LEGAL AID ORGANIZATION

John Q. Public
1111-9 Barracks Road
Charlottesville, VA 22901

February 11, 2009

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

Dear Ms. Boan,

I am a second-year law student at the University of Virginia and I am writing to apply to the 2008 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 address@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,

John Q. Public

Enclosures (2)

SAMPLE COVER LETTER NO. 3

APPLICATION TO A PROSECUTOR'S OFFICE (STATE) (SIMPLE LETTER)

107 Manhattan Avenue
Charlottesville, VA 22902
434.555.4960

December 22, 2009

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

Dear Mr. Núñez:

I am a second year student at the University of Virginia School of Law and am writing to express my interest in the summer volunteer internship position with the San Diego County District Attorney's Office.

I intend to pursue opportunities in prosecution 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 address@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,

Jeanne Q. Public

Enclosures (2)

SAMPLE COVER LETTER NO. 4

APPLICATION TO A PROSECUTOR'S OFFICE (FEDERAL) (A MORE SUBSTANTIVE LETTER)

JONATHAN Q. PUBLIC
144 Beverly Hills Circle
Charlottesville, VA 22903
434.555.0123

January 29, 2009

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 legal studies at Virginia have led me to consider working as a prosecutor following graduation from law school. My first semester studies have provided me, among other things, significant exposure to our criminal justice system and my conversations with current and former prosecutors have led me to conclude that a summer internship in your office would provide me an unparalleled opportunity to learn from skilled prosecutors, allow me to hone important research, writing, and oral advocacy skills, as well as provide 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 my fellow interns and your office's staff.

I have enclosed my resume 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,

Jonathan Q. Public
address@virginia.edu

Enclosure

SAMPLE COVER LETTER NO. 5

APPLICATION TO A PUBLIC DEFENDER OFFICE

Jane Q. Public
105 Good Luck Avenue, No. 404
Charlottesville, VA 22902
address@virginia.edu
(703) 555-5555

January 28, 2009

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 2008)*

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 2008. 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 in indigent defense 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 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 cases that are litigated in Fredericksburg and the Commonwealth of Virginia.

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

Sincerely,

Jane Q. Public

Enclosures (2)

JANE Q. PUBLIC

STREET ADDRESS ▪ CHARLOTTESVILLE, VA 22903 ▪ 434.000.0000 ▪ ALIAS@VIRGINIA.EDU

EDUCATION

University of Virginia School of Law, Charlottesville, VA

J.D. Expected, May 2011

- Public Interest Law Association, Member
- First Year Council and Student Body Representative

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, Month, YEAR

EXPERIENCE

Employer, Washington, D.C.

Intern, Summer 2008

- Description here;
- Description here;
- Description here.

Employer, Alexandria, VA

Extern, 2006 - 2007

- Description here;
- Description here;
- Description here.

Employer, Washington, DC

Research Assistant, 2006

- Description here;
- Description here;
- Description here.

Employer, Alexandria, VA

Life Guard, Spring Recess, 2004

- Description here;
- Description here;
- Description here.

LANGUAGE SKILLS; INTERESTS

- *Language*: Spanish (proficient)
- *Interests*: Major League Baseball; reading U.S. History

JEANNE Q. PUBLIC

12345 SILVERGOLD COURT • CHARLOTTESVILLE, VA 22903 • 434.555.6237

ALIAS@VIRGINIA.EDU

EDUCATION

UNIVERSITY OF VIRGINIA SCHOOL OF LAW, Charlottesville, VA

J.D. Expected, May 2011

- University of Virginia School of Law Scholarship, Recipient
- Action for a Better Living Environment (ABLE), Volunteer
- Women of Color, Member

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

EXPERIENCE

EMPLOYER, INC., City, ST

Title, 2008

- Description here
- Description here
- Description here

EMPLOYER, City, ST

Title, 2004-2005

- Description here
- Description here
- Description here

EMPLOYER, City, ST

Title, 2003-2004

- Description here
- Description here
- Description here

EMPLOYER, City, ST

Title, 2003

- Description here
- Description here
- Description here

COMMUNITY SERVICE | INTERESTS

- *Volunteer work*: St. Paul's Catholic Church (volunteer); Big Brothers Big Sisters of America (mentor)
- *Interests*: Sports (Tennis, basketball); Literature (modern American poetry, renaissance literature)

EDUCATION

University of Virginia School of Law, Charlottesville, VA

J.D. Expected, May 2011

- Conference on Public Service and the Law, Conference Organizer
- Public Interest Law Association (PILA), First-year representative
- Rex E. Lee Society, Member

Princeton University, Princeton, NJ

A.B. Economics (Minors in African-American Studies; Finance), *summa cum laude*, June 2004

- Finance GPA: 3.88
- Law and Public Affairs Forum, Member
- Princeton Young Achievers, Inductee

EXPERIENCE

Employer, New York, NY

Analyst, 2004-2008

- Description here;
- Description here;
- Description here.

Employer, Washington, D.C.

Title, Summer 2007

- Description here;
- Description here;
- Description here.

Employer, San Francisco, CA

Title, Summer 2005

- Description here;
- Description here;
- Description here.

Employer, Roanoke, VA

Title, Winter Recess, 2004

- Description here;
- Description here;
- Description here.

INTERESTS

- PUBLIC INTEREST: I have volunteered in homeless shelters and soup kitchens in New York City, San Francisco, and Roanoke.
- SPORTS: Avid college and professional football fan; Weightlifting
- TRAVEL: Extensive travel throughout Eastern Europe
- OTHER: enjoy cooking, reading Australian history

JONATHAN PUBLIC

1800 Thomas Jefferson Place | Charlottesville, VA 22903
434.123.4567 | alias@virginia.edu

EDUCATION

- UNIVERSITY OF VIRGINIA SCHOOL OF LAW**, Charlottesville, VA
J.D. Expected 5/2010
- Public Interest Law Association (PILA), Member
 - Domestic Violence Project, Volunteer
 - Softball League, Captain
- UNIVERSITY OF VIRGINIA**, Charlottesville, VA
B.A., Foreign Affairs; French Language & Literature (Double Major) 5/1994
- Phi Beta Kapa
 - Dean's List
 - *The Cavalier Daily*, Columnist
 - Student Senate
 - Catholic Students Union, Member
- LONDON SCHOOL OF ECONOMICS**, London, United Kingdom
Semester Abroad, General Studies Fall 1993
-

EMPLOYMENT

- EMPLOYER**, Oakland, CA 6/2000 – 8/2008
Sales
- Description here
 - Description here
 - Description here
- EMPLOYER**, City, ST 2/1998- 5/2000
Teacher
- Description here
 - Description here
 - Description here
- EMPLOYER**, City, ST 1996 - 1998
Teaching Assistant
- Description here
 - Description here
 - Description here
- EMPLOYER**, City, ST 1994-1996
Intern
- Description here
 - Description here
 - Description here
-

INTERESTS

- American Society of English Honorees
- Society of Midwest Writers
- Organization of Global Communicators

Jeanne Q. Public

2000 15th Street, No. 311 | Charlottesville, Virginia 22903
alias@virginia.edu
434.555.7982

EDUCATION

University of Virginia School of Law, Charlottesville, VA
Juris Doctor Expected, May 2011

- Just Democracy, Member
- Lambda Law Alliance, Member
- Federalist Society, Member
- North Grounds Softball League, Participant

University of Maryland, College Park Athens, GA
Bachelor of Arts, Theatre, May 2008 | GPA: 3.9/4.0

- Phi Beta Kappa
- Graduated *Summa Cum Laude*, with Honors
- Sigma Kappa Sorority: Social Chairperson,
- International Summer School, American University in Paris, 2006

EXPERIENCE

Employer, Boston, MA
Title, May – September 2008

- Description here
- Description here
- Description here

Employer, Boston, MA
Title, May – September 2008

- Description here
- Description here
- Description here

Employer, Washington, D.C.
Title, Date

- Description here
- Description here
- Description here

Employer, City, ST
Title, Date

- Description here
- Description here
- Description here

PERSONAL

- Interests include international relations, human rights law, and criminal defense work;
- Working knowledge of French
- Interested in music and film criticism, professional baseball