GOVERNMENT & Public Interest Job Search Handbook

Career Strategy and Professional Development Mentoring Center

This handbook is based on a publication of the Public Interest Law Center of New York University School of Law
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A. FREQUENTLY ASKED QUESTION

1. Introduction to the World of Public Service Law

What is the Career Center and what can we do for you?

We teach our students that a law degree carries with it a responsibility to society to engage in public service and pro bono work throughout their career. To assist you, the Law School has clinical programs, courses in public interest law, student organizations that conduct pro bono work, pro bono requirement or recognition, externship program, speakers, public service career counseling, funding for summer internships, and loan repayment counseling.

This Government Public Interest Job Search Handbook is a guide to searching for a summer internship and planning a public service career. Additionally, a wide range of job search information and materials is available at the Career Center Library, room 102, and in the Study Skills section of the law library. Finally, we urge you to register for a password and begin using the resources of the Public Service JD (PSJD), at www.PSJD.org. PSJD is the “one stop source” for public interest internships, fellowships, and permanent jobs; it also contains valuable information on summer funding sources, public interest career fairs, and publications.

How do we define “public interest”?

We use the terms “public interest” and “public service” interchangeably, to mean work that is pursued on the basis of individual or group concepts of justice, fairness, and advancement of the public good, rather than for commercial or personal gain. It is a deliberately broad definition, one that encompasses working in government, as well as in non-profit organizations or public interest law firms.

Why should I consider working in public service?

The number one reason is that your talents are needed in a world with much poverty and injustice. Because we define public service broadly, you are sure to find an internship in an organization that works on issues you care about. Moreover, public service legal work offers a wide range of opportunities that are fulfilling on both a professional and personal level. Time and time again, alumni working in public service express great satisfaction with their careers. A position in public service can be transformative: you will make a real contribution to the work of the world and learn from dedicated lawyers.

Because most public service employers, both government and non-profits, operate with lean staffs, they often give their summer interns substantial projects with significant responsibility, so that a summer in public service enables you to hone your legal researching and writing skills, develop other lawyering skills, and serve clients with compelling needs.
Even if you think that you want to work in the private sector when you graduate, spending your summer in public service can give you invaluable experience and will introduce you to the intellectually complex and fascinating work that public service lawyers do. Moreover, it will introduce you to the multitude of underserved legal needs addressed by pro bono work.

2. Public Service Employers: What are they? Government; Prosecutors; Public Defenders; Direct Services; Law Reform/Policy; International; Public Interest Law Firms

What are the different types of public interest subject areas and practice settings?

Public interest includes many issues and practice settings. While some organizations work on one issue, many work on several. Additionally, practice settings often overlap: some of the most innovative public defenders now also provide civil legal services; many direct service providers also do significant law reform and policy work. Thus, dividing the world into categories is a risky business because categories blend into one another. Nonetheless, dividing public service into categories of practice can help students learn about the varied world of public service so each Class Year section of this handbook contains a section that describes employment by type of practice setting, such as government, public defender, etc. In addition to these major categories, there are other ones—such as labor unions, think tanks, alternative dispute resolution, and foundations—that we have not included due to space constraints.

Students should also note that within each practice setting, there can be many issues. For example, direct service providers work on a panoply of poverty issues, from community economic development to children’s rights to housing law and more. Perhaps most notably, government lawyers work on every conceivable issue. Students may not realize, for example, that the U.S. Department of Agriculture addresses many cutting-edge environmental issues, such as factory farming.

Listed below are the major types of public interest practice settings.

**Government**—Government work includes work on the federal, state, and local levels:
- **Federal Agencies** address certain areas of federal government and/or represent the federal government in legal matters (e.g., Department of Health and Human Services, Securities and Exchange Commission, Environmental Protection Agency).
- **State Agencies** specialize in particular areas of state government (such as Social Services, Environmental Conservation, etc.). Typically, each agency has its own legal staff. Moreover, **State Attorneys General** bring actions on behalf of the state in a wide range of cases and also serve as defense counsel in cases brought against the state.
- **City Agencies** specialize in particular areas of municipal government and represent the municipality in legal matters (e.g., New York City Housing Authority, City of Chicago Corporation Counsel).
For each level of government, there are also attorneys who work in the legislative branch, as legislative assistants on individual members’ personal staffs or as staff attorneys for committees.

**Prosecuting Attorneys**

**U.S. Attorney’s Offices** - The Office of the U.S. Attorney prosecutes federal cases. Offices are located throughout the country and are a branch of the U.S. Department of Justice.

**District Attorneys** - Local district attorneys’ offices are organized by county. Larger offices, such as those in New York City, may have specialized units focusing on such areas as domestic violence or appellate work. For a list of prosecutors offices in the U.S., see [www.prosecutor.info](http://www.prosecutor.info).

**Public Defenders** - Funded by the government, these offices provide defense attorneys for indigent defendants in criminal cases. About half of the states fund state-wide public defender offices; in other states, offices may be organized by city or county. For a list of public defender offices in the U.S., see [www.nlada.org](http://www.nlada.org).

**Direct Services Offices** - The mission of these offices is to provide high quality civil legal services to individual clients who cannot afford an attorney. Areas of practice commonly include, but are not limited to: housing, family, consumer, government benefits, immigration, labor, employment, and education law. Some offices specialize in several practice areas, while others focus exclusively on one area. The Legal Services Corporation funds legal services offices throughout the country.

**Law Reform/Policy Organizations** - These organizations focus on law reform efforts in one or more specialty areas, or advocate on behalf of a particular group of people. Examples include the ACLU, NAACP Legal Defense Fund, Inc., Earthjustice Legal Defense, etc. Law reform organizations can be found at the state, regional, or national level.

**International Public Interest Work** - The type of work in international public service varies widely as do the settings in which attorneys practice, ranging from the State Department to nonprofits in the U.S. and abroad. Most international employers demand proficiency in at least one foreign language.

**Public Interest Law Firms** - These law firms, which are often small, specialize in one or more public interest law areas (employment discrimination, labor law, police brutality, family law, immigration, civil rights, etc.) or working with an underrepresented group.
JOB SEARCH STRATEGIES FOR 1LS

3. The 1L Job Search and Summer Funding

What sources of funding exist for internships?

The Pro Bono Board of the Sandra Day O’Connor College of Law raises money to assist students with a stipend to offset non-paying or low paying positions. Approximately 4 to 8 stipends in the amount of $1,000 will be offered to students. Applications are available late spring; contact Michelle Roddy, Director of Pro Bono and Student Life for more information.

PSJD maintains a comprehensive list of funding sources in “Summer Funding Sources” at www.PSJD.org. Some of these specialized sources of funding can provide special mentoring opportunities and are an honor that you can list on your resume. An example is the Peggy Browning Fund, which sponsors 28 fellowships for labor-related organizations around the country; applications are available in late November and due mid-January. Full details are at www.peggybrowningfund.org.

What is the timing of the 1L summer public interest job search?

Under National Association for Law Placement (NALP) guidelines, 1L students cannot begin applying for jobs until December 1. However, we urge you to begin in November to research internship opportunities that may interest you, revise your resume, and meet with a career counselor. Please note that some of the more competitive organizations (e.g., Southern Center on Human Rights in Atlanta, Center for Constitutional Rights in New York) tend to have early deadlines, so it is wise to check PSJD and organization websites early to construct a list of deadlines for internships that interest you.

Most organizations do not make internship offers to 1Ls until February or later. So even if you apply in December, you will likely not get an immediate response.

Who does intern hiring in public interest organizations?

Unlike the private sector, which often has a designated recruiter/hiring professional, in most public interest organizations the person responsible for hiring interns also has a full caseload and often management responsibilities. Therefore, they may not be able to acknowledge receipt of all applications and may not follow a set timetable in processing them.

How should I plan a public interest job search?

Before you begin your job search, you need to assess your interests, goals and requirements that will serve as the parameters for your search. Consider the skills you want to develop and the law you would like to explore in your first summer. The answer to this question will establish some major boundaries within which to search for a job. Some questions to ask are:

- What skills do I want to develop? (research and writing, client interviewing, investigation)
- Do I want to do civil or criminal work?
- Do I want to work with individual clients or with broad legal issues (such as law reform, litigation, lobbying, public policy research)?
- Do I want to participate in litigation?
- Am I interested in community education and organizing?
- Do I want to explore government opportunities (and if so, federal, state, or local)?
- Do my current interests and background lead to any particular area of law?
- What legal and/or work related experiences have been particularly enjoyable?
Once you have answered these questions, identifying internships that interest you should be a bit easier.

**What if I am a student who knows nothing about public interest law?**

A useful starting point is *Serving the Public: A Job Search Guide*, a comprehensive handbook and directory published annually by Harvard Law School containing lists of public interest organizations as well as job search strategies and personal essays about the practice of public service law. Volume I addresses domestic law; Volume II addresses international. The Guide is available in the Career Center Library.

**How can I find public interest organizations that offer internships?**

The most comprehensive resource is an on-line one: the Public Service JD (PSJD), the global public interest job search database of 12,000 domestic and international organizations, government agencies, and public interest law firms, at [www.PSJD.org](http://www.PSJD.org). PSJD is easy to use and you can obtain a password simply by logging on to it. It contains two searchable databases: organizations and opportunities. Within each database, you can search by geographical region, type of organization, and practice area.

The best way to use PSJD for your 1L summer search is to do an “organization” search for organizations that interest you in your preferred geographic regions. Directions for constructing an organization search are contained in Appendix 6.

To find out if an organization has an internship program, you could also do an “opportunities” search for internships. However, most public service organizations are glad to employ interns even if they do not advertise an internship program. Students can opt to receive custom job information from PSJD that matches the student’s search criteria so you do not have to search the database every day (just check your email). **Note: all students should register on [www.PSJD.org](http://www.PSJD.org) before meeting with a career counselor.**

**What can I expect from my meeting with a career counselor?**

We will discuss your experience and goals and will help you plan your job search, as well as do a resume review. The appointment will be most productive if you do some initial self assessment and research before it. To schedule an appointment contact the Career Center Office in Room 102 or at 480.965.5808.

**Before your counseling session, we require that you:**

1) Register on Symplicity because we use it to communicate with students by email regarding notices of opportunities, deadlines, and other information.
2) Register on PSJD at [www.PSJD.org](http://www.PSJD.org) and conduct an “organization” search to compile a list of organizations that you may be interested in (see Appendix 6 for instructions).
3) Attend one of the resume and cover letter writing workshops.
4) Prepare a draft of your resume, using examples in this handbook or the Resume Writing and Cover Letter Handbook available in the Career Center reception area, and bring it with you to your appointment.

**How should I take geography into consideration?**

Job seekers should consider what geographical limitations apply to them before starting their search. We encourage you to use your 1L summer to explore an area of the country or world that you may be interested in living in after graduation. If you are interested in employers in your home area, we advise that you apply to them before exams and try to schedule an interview while you are home on winter break.
If you are interested in working abroad, please see Appendix 7, which sets forth special considerations in choosing an international internship.

What is networking, should I do it, and how is it done?

Very simply, networking is the process of using people connections to gain information about careers; it is valuable both in finding out about job openings and in securing a job. Some studies show that as many as 70% of jobs are obtained through networking. Informational interviewing can be valuable in exploring career options that are new to you; most people love to talk about themselves and their work so you can usually finagle at least a brief phone interview with even the most accomplished lawyers.

Don’t forget to thank the people who have helped you. If you talk on the phone, a short thank you email is sufficient. However, if someone spends more than an hour with you in a networking meeting, it is best to send a handwritten note.

It is more difficult, but you can also network with people you don’t know. This is especially important if you decide to look for jobs in a subject matter or geographic area that you are not familiar with. It is easier to approach people that you have a connection to and your college or law school’s alumni are a good place to start.

Bar associations: Becoming a student member of a bar association is an excellent way to increase your knowledge and make contacts. Membership entitles you to various benefits, including the opportunity to be appointed as a student member of a committee.

Will I have to undergo a security clearance to work in government?

Yes, if you work for a U.S. Attorneys’ office or the Department of Justice, you will have to pass a security check. The federal government notes that as part of this security process a credit report is required which will reveal delinquent, unpaid, or charged off accounts. A pattern of delinquent payments and/or overall poor credit history could prevent you from receiving the required approval needed to participate in the program.

4. Application Tips: Resume, Cover Letters, Interviews, and Offers

How can I learn how to write a resume and cover letter?

Once you have determined the type of practice and geographic area in which you wish to work, and have researched potential employers, the next step is to compile credentials and make contact with them. We offer workshops designed to help students learn how to look for a job, write a resume and job cover letter, and create a good impression in an interview. We believe that skills learned during your job searches will last you throughout your entire career.

The Public Interest Resume

The public interest resume is similar in many respects to any other resume. The resume, with the cover letter, introduces you to potential employers. It also will be the basis for your interviews; the resume is generally used as a “conversation starter” during an interview. In some situations, the resume and cover letter may be the only example of your written work that the hiring organization ever sees. The sample public interest resumes contained in this handbook are intended to serve as guides. See Appendix 8.

Resume Basics

Remember that a resume is often skimmed, not read. A successful resume is neat, well-organized, and quickly highlights the skills and experiences you want to market. Make sure that your resume is well-written, carefully proofread for spelling and typographical errors,
and will guide the employer to your strengths during an interview.

Public interest resumes should demonstrate your commitment to public service. Your enthusiasm for public interest can be evinced through your academic accomplishments, previous jobs, volunteer experiences, internships, and any other relevant experiences. Relevant non-legal employment and experiences should be included. Descriptions of your experiences should focus on the skills you gained. Choose active verbs. Delete “throat clearing” terms: “worked assisting professor with research” can usually be edited to “researched.” Some resumes will focus on clients that were served to demonstrate the skill of working with a particular client base.

**Information to Include**
Your resume will start with your name and address (if your email address is not professional, change it!). Resumes are organized in reverse chronological order. The education section will include your year in law school, law school honors, and activities. Other graduate work comes next. Your college section should include honors and activities and, if applicable, the title of your thesis.

The experience section will vary widely depending on factors such as whether you worked between college and law school. Some college or law school activities, if significant (such as pro bono work, internships, and school clinics), should be set out in the experience section rather than as a school activity. For public interest resumes, you should consider highlighting:

- public service employment
- functional skills (research, organizing, client interviewing, drafting, analysis)
- experience in substantive areas
- volunteer work
- clinical experience, moot court, volunteer work with student organizations
- public service affiliations
- pro bono work
- other special skills or information, especially language abilities.

**Resume Length**
While a one-page resume is the norm for most 1L resumes, individuals with substantial public service and volunteer experience may be advised to lengthen their resume. Many public interest employers have no objection to concise resumes of more than one page, providing the information contained is relevant. And, as you gain experience during law school, 3L applicants for fellowships and permanent jobs often have longer resumes documenting their substantial skills and knowledge.

**Cover Letters**
The cover letter provides prospective employers with their first exposure to you and thus, it should demonstrate your commitment to (or interest in) public service. A successful cover letter is addressed to a particular person, starts with an introductory paragraph that identifies you and the position you seek, describes your qualifications, skills and interests, and concludes with an “ask”; a request for an interview. In the cover letter it is important for students to demonstrate in the first paragraph that they know something about the work of the organization. You can then discuss in subsequent paragraphs how your skills fit the organization’s needs.

Unless you are specifically advised to use general forms of address, such as “To whom it may concern” or “Dear Sir or Madam,” you should address your cover letter to the hiring attorney by name.

In the introductory paragraph, you should identify yourself and the specific position you seek. You should mention how you learned of the position or organization; if you have a personal contact, mention this in the first paragraph.

The most common mistake students make when writing cover letters is describing only why the job would be perfect for them. While you may well want to discuss how a summer with the employer fits into your long-term goals, the
objective is to sell yourself. You need to describe the skills and knowledge that make you stand out. Answer the question of why you are interested in this particular area of law or particular employer. What prior experiences have you had that gave you skills? Don’t merely restate your resume; the cover letter is an opportunity to analyze for the employer how you have the skills, knowledge, and enthusiasm they need, citing examples from your resume.

The conclusion should state your interest in arranging an interview to discuss the position and state the time during which you are available for an interview (during a Career Fair, over winter break when you will be in Seattle, etc.). Do not forget to include contact information where you may be reached.

After you have submitted a cover letter and resume, if you do not hear back from the prospective employer within two or three weeks, you can follow up with the contact person to make sure that your resume and cover letter were received.

**Basic Rules for Resumes and Cover Letters**

- Use the same font consistently throughout both the cover letter and resume (where necessary, use bold, italics, or small capitals).
- Use the same abbreviations throughout the cover letter and resume.
- Be consistent in your use of commas.
- If relevant, be sure to use the correct form of the journal or publication you worked on.
- Never use the first person in your resume.
- Be specific when describing job functions, cases worked on, research areas, and documents drafted.
- There are two spaces after the period at the end of every sentence and after every colon. Commas and semicolons are followed by only one space.
- Spend as little space as possible discussing your reasons for wanting to work with a particular organization. Focus instead on your experiences and skills.
- Vary the structure of your sentences to avoid repeated rhythm.
- Do not start every sentence with “I”.
- Avoid using contractions.
- Make sure that the cover letter flows smoothly and that your transitions make sense.
- Proofread every document – do not rely solely on spell check, as it does not catch every mistake.
- Make sure that the name of the organization and the contact person are spelled correctly. If you are unsure of the contact person’s gender, call the organization to confirm.

**Interview Skills and Training Practice**

An articulate, professional first impression is a key component of achieving success in searching for a job. We encourage you to participate in our interview workshops and mock interview program held each semester, and also to discuss questions you may have about interviewing when you meet with a counselor.

**What if I obtain multiple offers?**

If you obtain an offer that is not one of your top choices, you should feel free to ask the employer for some time. NALP, the National Association of Legal Career Professionals, suggests that employers give two weeks, but most public interest employers are not members of NALP and many cannot wait that long. We advise you to ask for two weeks, realizing that you may be given less time. You can then use that offer strategically to call your first choice employer and let them know that you have another offer, but that they are your first choice. Please note that principles of professional conduct require you to withdraw all applications once you accept a job offer.
5. Looking Beyond First Year — Planning a Public Interest Career

What are public interest salaries and how should I plan financially while I am in law school?

Although public interest jobs do not pay as much as large private sector law firms, they pay a comfortable middle-class lifestyle. Salaries for entry-level public interest positions typically range from approximately $35,000 to $55,000 per year, depending on the employer and location, with salaries highest in the northeast and California. Legal services offices usually have the lowest salaries. Criminal justice salaries are somewhat higher; in New York, starting salaries for both prosecutors and public defenders are about $50,000; they are even higher in California. Entry-level government positions (federal, state, and local) range from $40,000 to $79,000 per year, again depending on employer and location. Also, salary scales do advance! For example, federal government salary scales go up very quickly, so that in four years federal government attorneys earn in the six figures. While in law school, it is wise to live as inexpensively as you can and to not exceed your school’s designated budget for students.

What should I do if want to work for a law firm after graduation?

If for financial reasons you choose to work in the private sector with the intention to move into the public sector a few years later, it is advisable to have a specific professional AND financial exit strategy. For example, lawyers who want to make this transition should maintain their contacts in public interest, continue to network in public interest circles, and involve themselves in as much pro bono and volunteer work as possible.

What are post-graduate job opportunities in public interest?

Students often hear that it is difficult to obtain public interest jobs, but the reality is more nuanced. For example, criminal justice jobs are fairly plentiful, because both prosecutors and public defenders regularly hire entry level attorneys. Moreover, being a prosecutor or public defender is a great first job because they 1) offer substantial formal training; 2) enable new lawyers to obtain court experience, which is hard to obtain in civil cases; and 3) can lead to many other jobs in the private or public sectors.

Some government agencies also regularly hire entry-level attorneys. For example, the Department of Justice hires over 100 lawyers each year through its honors program.

Civil legal service providers also regularly hire entry-level attorneys, although because of funding constraints, they usually hire only when they have an open position. Law reform/policy organizations do not regularly hire entry-level attorneys; the major entry point for those employers is through a fellowship.

What do public interest employers look for in hiring for permanent jobs and is there a roadmap to get there?

Public interest graduates are given tremendous responsibility in their first jobs. Therefore, employers look for evidence that the student has gained the skills that particular employer needs. All public interest employers look for clinical experience. Beyond that, it depends. Employers who do complex litigation will look for experience in doing sophisticated research and writing, and may prefer journal experience. Employers who do community organizing or direct client work prefer students who have interviewing skills, and are comfortable “on their feet,” either through student pro bono organizations, moot court, clinics, or other experiences. In general, public interest employers are less grade-focused than the private sector, but on the other hand, some prefer applicants who have clerked, which does require good grades.

Although there is no one “roadmap” for public interest students to follow, Appendix 1 is a Career Planning Timeline, which suggests
typical activities for public interest students to do each year of law school.

Are the myths about public interest law really true?

There are two myths about public interest vs. private sector work that are worth addressing and debunking. It is also worth noting that that many people will work in both sectors in their careers.

Myth: You must go to a law firm to get solid training.

Reality: Many law firms provide great training to be a law firm lawyer. However, what they train for, such as researching and writing long memoranda and being part of a large team, do not necessarily translate into the skills needed by many public interest organizations. If you want to be a good poverty lawyer, you should get training from the best poverty lawyers you can find.

Myth: Public interest law is for those who can’t “make it” in the private sector.

Reality: This myth originates from the idea that if you work for poor people, you must be a poor lawyer (a similar misconception is often applied to doctors who treat poor patients). The reality is that public interest work is just as - or more - sophisticated, complex, and multi-faceted as work in the private sector. Moreover, because it is more competitive to obtain a public interest job after graduation, students who want to pursue a public interest path often distinguish themselves in law school, either through clinics, extracurricular activities, internships, or grades.

JOB SEARCH STRATEGIES FOR 2LS

What is the timing of the 2L public interest search?

The 2L public interest search is much earlier than the 1L search. We suggest that you apply for internships this fall and that you plan to use the ASU Government/Public Interest Fair during the spring semester as a back-up rather than a main source of jobs. Some highly competitive organizations have early fall deadlines. The deadline to apply for the Summer Law Internship Program (SLIP) at the U.S. Department of Justice is usually in mid-September, and deadlines for some U.S. Attorneys offices are also in early fall. See http://www.justice.gov/usao-az for deadline of the U.S. Attorneys in Arizona. Even if organizations do not have an early deadline, they often encourage applications as early as September and October for 2Ls.

However, if you are one of those students who needs to do some thinking and networking to explore how they want to spend their 2L summer, that is perfectly fine. There are many public interest organizations that want you, and although some will hire in the fall, there will still be opportunities in January and February.

Finally, we should note that even though we encourage you to apply early, you may not hear back for awhile. There is enormous variety in the timeline public interest organizations use for summer hiring, and many will not hire any interns until January or February.

What steps should I be taking for my 2L summer?

Some public service employers, primarily government organizations and large employers (such as criminal prosecutors in major cities, large public defender offices, municipal law departments, and law reform offices) conduct regular fall recruitment activities. These may include participating in On Campus Interviewing (OCI) or the Equal Justice Works (EJW) Career Fair.
If you are interested in these employers, we suggest that you: 1) participate in On Campus Interviewing ("OCI") (details in Section B); and/or 2) consider attending the Ej W Career Fair in October (details in Section B). However, many public interest employers do not attend OCI or Ej W; in that case, you should just apply to them directly.

Information about internships can be found by doing an “opportunities” search on PSJD, http://www.PSJD.org/, or on the organizations’ web sites to see if they have posted an internship notice. You should feel free to apply to be an intern even if no internship announcement is posted, although organizations with posted positions might have more structured internship programs.

The Career Center Office sponsors a regional Government/Public Interest career fair mid-Spring. You should not postpone job search until the Fair. If you have a job by the time of the Fair, you should take advantage of the Fair’s information tables to continue career exploration-- it is the easiest way to “interview” a large number of employers in a short time!

We want to reiterate that the 2L search is much easier than the 1L one. Thus, if you are one of the students who are not sure what they want, please take the time to do some personal inventory, remembering that the 2L summer can be a wonderful time to try something, even if you discover that you do not like it in the end. This applies to the person who feels like there are several issues or practice areas that interest them and they are not quite sure how to choose. In some cases, this person is still not even sure if they want to practice law. If you are one of those people, we advise you to begin by focusing on what you are sure of: geographic region, size of the organization, client contact, amount of writing/research, substantive issues, etc.

Please remember that we are here to assist you with all your career questions! A counselor can work with you to help you narrow your choices and to construct an individualized job search calendar.

2. Strategic Considerations for Your 2L Summer

How does my 2L summer relate to my future?
As you consider how to spend your 2L summer, you should be both proactive and strategic. Consider the options you are likely to pursue after you graduate. In public interest, as in the private sector, employers are more likely to extend post-graduate offers to students whose work they know. However, because public interest organizations tend to be thinly funded, most do not bring in a class of summer associates expecting to offer post-graduate jobs to those in the class.

But it is still true that your choice of a second summer job greatly affects your post-graduate search. For example, the Maricopa County Attorney’s Office commonly interviews for a permanent job any student who has interned there. Similar policies exist in many public interest organizations. Even if you decide not to apply for a post-graduate job where you spend your 2L summer, it is still a valuable time to network. Contacts made in the second summer are often excellent leads for obtaining a post-graduate job. Moreover, if you are interested in working outside of the area where your school is located, your 2L summer is a good time to explore other parts of the country.

Another factor to consider is whether you may apply for a post-graduate (or post-clerkship) fellowship. It is often easiest to obtain a fellowship with an organization that you have worked for, as elaborated in the next question.

Most importantly, however, your second summer is a time to explore the type of work that you are passionate about and to develop your legal skills. If you did litigation
work during the first summer, you might want to explore policy work now, or vice versa. You may want to explore a new substantive practice area or deepen your knowledge in an area that you expect to focus on.

Decide what kind of practical training you are seeking, i.e. representing a client in court, writing a brief, interviewing clients, doing legislative advocacy, etc. One of the benefits of public service law is that 2L students are often given much greater responsibility (and thus learn much more) than their classmates who work in the private sector. As a 2L student, you may be able to write court documents, argue briefs, or participate in trials during your 2L summer.

In sum, as you plan your 2L summer, consider:
1. Skills to develop, such as
   - legal and trial strategy
   - oral advocacy and negotiation
   - legal writing and research
   - client preparation
   - exposure to class actions or other complex litigation
   - community organizing
2. Substantive areas of law to explore
3. Location
4. Other factors, such as
   - investment in intern development
   - collegial atmosphere
   - potential fellowship sponsor or future employee

**How can my 2L summer relate to fellowship applications?**

There are two kinds of post-graduate fellowships: 1) project fellowships, where you develop a project with a sponsoring organization and then apply to a second organization—such as Skadden, Equal Justice Works, or Soros—for funding; and 2) organization fellowships, where an organization, such as the ACLU or AFL-CIO, hires an entry-level attorney for one or two years.

For project fellowships, many students find that it is easiest to develop a project if they have already worked with the organization that will sponsor their project. Others discover their fellowship project during their 2L summer, but are sponsored by an organization they did not work with directly (although the project may develop through contacts made through the 2L summer employer). A term-time internship is another way to develop contacts that can lead to a strong fellowship application.

If you know you want to apply for a post-graduate fellowship, consider focusing on organizations that have had fellows in the past or have their own organization fellowship. The attorneys at these organizations are likely to be familiar with the fellowship process and therefore should be well-prepared to write their part of the fellowship applications.

The cases you handle during the summer are an obvious starting point for developing a fellowship project. However, it is actually those cases that the organization does not accept (for lack of time, resources, expertise, etc.) that might provide the most fertile ground for a project idea, since the most compelling fellowship projects are designed to meet a currently unmet need.

Don’t be afraid to discuss fellowships with potential employers during the interview process. Those actively seeking fellowship applicants may bring up the issue themselves, but others may not. Without forcing the issue, you could work into a discussion of your future plans the fact that you are considering applying for a post-graduate public interest fellowship. The potential employers’ reactions should let you know whether or not they are receptive to the idea of having a fellow, whether they are familiar with the fellowship process, and whether they have any interesting project ideas.
How important are recommendations from my 2L summer?

Very important. Because the post-graduate job search is competitive, you will be in the best position if you have the enthusiastic support of your 2L organization. Therefore, you should go out of your way to produce quality work, get along with everyone (be considerate to support staff!), and become a valuable asset to the organization during the summer. This may mean taking on extra projects or working late, but the effort is well worth it. (Recommendations from the employer will still be important even if you decide that the type of work it does is not what you want to do after you graduate.)

How should I handle multiple offers?

You may find yourself in the enviable position of getting more than one offer. It is acceptable to ask for some time to consider the offer and organizations that are members of NALP (National Association of Legal Career Professionals) agree to give students two weeks. However, most public interest organizations are not NALP members, so you must negotiate for time. We suggest asking for two weeks, using the NALP guideline as your standard, while realizing that the organization is likely to give you less.

Having an offer in hand is an excellent strategy for helping another organization to speed up its process and make a decision about you. If you receive an offer from one organization, you should feel free to call or email your first choice organization to let them know that you have a pending offer but you’d prefer to work there.

If you are faced with this question and would like individual advice, feel free to contact your counselor.

How can I split my summer between a firm and public interest?

Splitting is a good option for students who need to work at a firm their second summer to finance their education, although some public interest organizations do not allow them because they require their interns to work a full summer. There are two ways to structure a split summer. Some firms offer “sponsored splits.” In this arrangement the firm funds the student (usually at private sector rates) for the whole summer, and the summer associate spends at least half the summer at the firm and some weeks at a public interest organization. Each firm’s program is slightly different. Some first hire a class of summer associates then allow those students to apply for the opportunity to participate in a sponsored split. Yale Law School prepares a list of “Firms Sponsoring Split Public Interest Summers,” available at http://www.law.yale.edu or at www.PSJ.D.org.

The second way to arrange a split summer is to secure a summer associate position with a firm and then negotiate with that firm to split your summer with a public interest employer. The firm would pay your salary while you are there and you would fund the second half of your summer yourself. Employers are open to this type of arrangement on a case-by-case basis; market forces may affect law firms’ willingness to allow summer associates to split their summers.

Can I Hold A Private Firm Offer Open Pending A Public Interest Job Search?

Because the timing of a public interest job search is later than for a law firm search, you may face some timing issues if you have participated in OCI. You are not likely to have a job offer from a public interest organization until late fall at the earliest, and many 2Ls do not receive their summer public interest jobs until second semester.
Some students have private firm offers that "expire" before the public interest job search is complete. In the past, some law firms have let students hold open their offer to allow the student to complete a public interest search (this is on a case-by-case basis and must be negotiated with the firm). If you are interested in obtaining an extension of a private sector offer, please visit your career counselor.

Should I consider a term-time internship?

A term-time internship is a good way to try out a new subject area or develop a new skill, if you have the time given other commitments. It is especially worth considering if you will spend your 2L summer in a law firm, so that you can gain additional skills and contacts for the post-graduate search.

Students working in these internships delay or limit enrollment for the semester or term they are working. Examples of these types of internships are extern positions in Washington, D.C. and the AZ Legislative Internship Program. View the Appendix 4 for application information.

What is networking and how is it done?

Very simply, networking is the process of using people connections to gain information about careers; it is valuable both in finding out about job openings and in securing a job. Some studies show that as many as 70% of jobs are obtained through networking. Informational interviewing can be valuable in exploring career options that are new to you; most people love to talk about themselves and their work so you can usually finagle at least a brief phone interview with even the most accomplished lawyers.

Don’t forget to thank the people who have helped you. If you talk on the phone, a short thank you email is sufficient. However, if someone spends more than an hour with you in a networking meeting, it is best to send a handwritten note.

It is more difficult, but you can also network with people you don’t know. This is especially important if you decide to look for jobs in a subject matter or geographic area that you are not familiar with. It is easier to approach people that you have a connection to and your college or law school’s alumni are a good place to start. We recommend to begin a networking outreach by emailing a short note with your resume attached so that they know about you; emailing is less intrusive than a phone call and allows the person to reply at their convenience. The email note might say something like “I got your name from the ASU Career Center Office and would love to work at a public defender office in Seattle for my 2L summer. Please let me know if you would be available in the next few weeks to talk with me on the phone.”

Bar associations: Becoming a student member of a bar association is an excellent way to increase your knowledge and make contacts. Membership entitles you to various benefits, including the opportunity to be appointed as a student member of a committee.

3. Application Tips

What should my application consist of?

Most employers require a cover letter, resume, and list of three references with contact information. Your resume should be tightly written, but it is acceptable to go over one page if necessary; there is a sample 2L resume in Appendix 6. Remember to include clinic descriptions under the “Experience” section of your resume. It is also advisable to send a writing sample. You do not need to send a transcript unless the employer asks for it. To access a copy of your transcript, log on to myASU.edu and view the Current Student
What should my cover letter contain?

Your cover letter is the “brief” for why you should be hired. Instead of chronologically repeating your resume, it should highlight the skills and knowledge you have acquired that will particularly serve this employer. For example, if you are applying to public defender or prosecutor offices, you should mention relevant coursework (criminal procedure, evidence) in the cover letter. See Appendix 8 for sample cover letters.

What should I use for my writing sample?

The most important feature of your writing sample is that it demonstrates your reasoning and writing ability. Thus, it is important to use a memo that contains legal analysis and is not merely descriptive, that required you to synthesize a rule from a body of precedent and apply that rule to the facts of the problem you analyzed (i.e., “rule application” as you learned in your 1L year).

The writing sample can be short, but if you use an excerpt from a longer work, do write a few sentences to provide context for the reader. At this point, you should avoid using Legal Methods course memos; it is preferable to use something from your 1L summer.

How should I prepare for a job interview and what questions can I expect?

You should prepare for a job interview by learning as much about the organization, its work, and its attorneys as possible. Employers want to hire applicants who are enthusiastic about working for them and genuine enthusiasm comes from knowledge.

Typical questions for a 2L summer interview include: 1) a civil procedure/admin law (or other substantive law) question; 2) an “approach to research” question; and 3) a “lawyering” question about how you would advise a client in a particularly sensitive situation.

Should I send a thank you letter and to whom?

YES, you should send a thank you email immediately after an interview. A thank you email provides an opportunity to reinforce your enthusiasm, skills, and knowledge, as well as to address any problem areas or issues that were not adequately addressed in the interview. For example, you might begin a sentence with, “I’m not sure I explained/emphasized well enough [my litigation experience].” It is best to send individual thank you notes to everyone you met, so be sure to ask for everyone’s business cards. We suggest email because it is speedy and easily can be forwarded around an office, which is especially helpful in large offices.

4. Public Interest Employers-How to Prepare: Prosecutors; Public Defenders; Government; Direct Services; Law Reform/Policy; International; Public Interest Law Firms

What skills do public interest employers look for when hiring for post-graduate jobs?

As you weigh your options for developing skills and knowledge during your 2L summer, it is helpful to consider what qualities public interest employers look for in entry-level attorneys. Because public service employers give entry-level attorneys significant responsibility, they all emphasize skills, knowledge, and commitment. All need candidates who have developed substantial lawyering skills in law school, through experiences such as clinics, internships, journals, classes, moot court, or pro bono work. However, there is some variation in the specific skills and knowledge employers look for, depending on the category of work. Below are some broad generalizations of what employers in each of the six major categories of public interest work seek in making entry-level hires. This does NOT mean
that you must categorize yourself already; many post-
graduate jobs bridge two or more categories and many students apply for post-
graduate jobs in two or more categories.

**Government (local, state, federal):**
Government organizations have a wide range of requirements depending on the organization but all require some evidence of public service commitment and excellent writing skills. Government employers prefer to recruit graduating students who have relevant public sector work experience (either summer or term-time) as opposed to law firm experience, but they tend to see law firm experience in a more positive light than other public interest employers do. The federal government hires entry level attorneys through honors programs; good grades (top third of class) are imperative for those programs.

**U.S. Attorneys Offices** look for:

1. at least two years experience and generally a bit more;

2. experience in both writing AND arguing in court. They hire from a variety of backgrounds, large and small firms as well as local prosecutors' offices. The key is that you need to develop both written and oral advocacy skills. Hence, if one works in a local prosecutor's office where there is a lot of in-court experience to be had but generally not a lot of writing, you should look for outlets to hone your writing skills. The reverse is the big-firm attorney who writes a lot and probably well but gets little chance at oral advocacy; a pro bono case may develop oral advocacy skills.

3. clerkships, especially federal ones in the district where one seeks to be an AUSA.

**Prosecutors and Public Defenders:** We group these together because they look for very similar skills and hire in similar ways. Both prosecutors and public defenders tend to hire entry level “classes” of attorneys, so students who prepare properly have a good chance of obtaining these jobs. Both types of offices usually offer excellent formal training and high levels of responsibility. Thus, they value experience in direct advocacy. Criminal justice employers hire people who have speaking experience (clinics, trial advocacy classes, moot court), who have taken criminal procedure and evidence, and who have a commitment to public service. Although prosecutors are often willing to hire people who have worked in public defender offices, the reverse is not always true: the most highly competitive public defender offices will prefer people who have done exclusively defense work.

**Direct services:** Direct service providers value people who can produce high quality written work efficiently and who have experience interviewing clients, working with community groups, negotiating with administrative agencies, and oral advocacy. Thus, it is important to do internships or clinics that will train you in these skills. Many organizations prefer applicants who can speak the native language of their clients; some employers require Spanish fluency, for example.

**Law reform/Policy:** Generally, law reform organizations only hire entry-level attorneys through fellowship programs (one or two-year jobs). Because these organizations do complex litigation, they tend to value evidence of the ability to do complex research and analysis. They look for clinic experience, internships at impact organizations, journal work and judicial clerkships.

**International:** Your 2L years is the time to begin defining the area of international work you are interested in either geographically (U.S. based or abroad); type of organization (government, nongovernmental or for-profit); or substantive area of law (e.g. refugee work, transitional justice, development or trade). International employers look for, among other things, field experience, knowledge of international law, language skills, and the
ability to write for various audiences. Networking is also incredibly important in this field. There are few entry-level international jobs aside from fellowships, but if you use your time in law school strategically by doing internships, clinics, etc., you may be able to compete for more advanced positions when you graduate.

Public interest law firms: These firms, which represent underrepresented clients or causes, may hire 2Ls as summer associates and usually pay in the range of $500-750/week. A booklet listing such firms throughout the country, “Private Public Interest and Plaintiff’s Firm Guide” is available at http://www.law.columbia.edu/center_program/public_interest/career or http://www.law.harvard.edu/current/careers/opia/toolkit.

You can also obtain a copy of each Guide at www.PSJ.D.org.

JOB SEARCH STRATEGIES FOR 3LS

1. General Job Search Questions

Introduction

As you embark on the search for your first post-graduate job, you should take stock of the wealth of skills, knowledge, and experience that you have gained during your first two years of law school. As a soon-to-be graduate of law school, the world needs your talents and commitment! This handbook is intended to assist you in your search for a terrific public service job.

Reading this handbook is only the first step. If you are interested in applying for government honors programs you should also read Government Honors and Internship Handbook, available on your Symplicity homepage. If you are interested in applying for fellowships, you should go to www.PSJ.D.org and do an “opportunities” search for fellowships.

We STRONGLY URGE you to make an appointment with a counselor. We will help you assess what jobs are the best fits for you, assist you in constructing an individual timetable, review your cover letter, and do a mock interview.

We look forward to working with you and helping you find a wonderful post-graduate job!

How does Loan Repayment Assistance Program (LRAP) work?

The ASU College of Law does not offer a LRAP, however, the Arizona Foundation for Legal Services created an LRAP program for Arizona legal services attorneys. View Appendix 3 for more information. Each sponsoring agency has different requirements for LRAP programs, but, generally offer a specific repayment amount for designated terms of employment. These programs are becoming more popular as a recruiting tool. Research the specific terms of each employer's program carefully.

For information on federal and state LRAPs, see the American Bar Association website. For a list of Legal Services Corporation grantee organizations with employer LRAPs, see Legal Services Corporation.
What should be my first post-graduate job?

There is no single answer to that question. We believe the best career advice is that there is no single path. Public interest careers tend to be more idiosyncratic than private sector ones; as the public interest field is still relatively new, you have more opportunity to create your own journey. Some people graduate, go to one organization, and stay there an entire career. Others switch jobs every few years, building skills and developing interests in one job that lead them to the next. Most law graduates can use their courses, clinics, and internships to construct multiple narratives that show they are qualified for a variety of jobs. As you think about where you would like to work, you should assess your individual skills as well as your interests and goals, and think about what competencies you would like to develop in the first years of your career.

Fellowships are an excellent way of beginning a career in public interest law, but they are not the only way. Fellowships have become a prominent way to obtain entry-level jobs simply because many public interest organizations are not able to hire entry-level attorneys. But please do not get discouraged if you do not obtain a fellowship. A good number of public interest organizations do hire through regular job openings—although often not until the spring or summer.

You should also take comfort from the fact that one public interest job inevitably leads to another. We realize that the process (particularly the timing) of obtaining this first job is often anxiety-filled. But those who begin in law firms often have a challenging time transitioning out while alumni in public interest are recruited for subsequent jobs or find subsequent job searches easy, because they have developed more skills, knowledge, and contacts.

What is the timing of the public interest search?

As you know, the public interest job search is quite different from a private sector search. Public interest employers hire according to their own budgets and needs, so the timetable differs for each employer. Public interest students need to have patience and willingness to live with some anxiety, as they will not obtain a job until much later than those working in the private sector.

Generally, hiring begins in the fall for many fellowships, government positions (federal government honor programs, criminal prosecutors in major cities, and municipal law departments), and large public defender offices. Many participate in local and regional job fairs. Those employers continue hiring throughout the winter and spring. Beginning in late February through the late summer, direct services employers post entry-level jobs for new graduates. These job postings can be found at www.PSJD.org and the Job Board of Symplicity.

Hiring also depends on practice rules in each state. Some states – New York, Georgia, and Ohio are examples – permit graduates who are awaiting admission to appear in court if they take the first bar exam after graduation. Others, like Colorado, do not allow graduates to appear until they are admitted to the bar. Organizations in these states often will not hire until the fall after graduation, after applicants have passed the bar.

What should I be doing now?

The first step is making an appointment with a counselor to construct a job search plan. Further steps you should take now are: 1) become familiar with PSJD’s “opportunities” searches and sign up to receive Email Alerts (can select by practice area, geography, job and organization type); 2) apply for fellowships and government honors programs; 3) interview with public interest
and government employers that attend On
Campus Interviewing; 4) consider attending
the Equal Justice Works Career Fair in
Washington, D.C., in October.

We suggest that you keep detailed records of
your job efforts. Some students find it helpful
to construct a chart with four categories: 1) date of application; 2) group and position; 3) contact person; 4) result/notes.

**What is the significance of grades to the public interest job search?**

With some exceptions (federal government honors programs, law reform organizations, Skadden Fellowship) most public interest employers do not focus on grades. Instead, they look to see whether applicants have developed specific advocacy skills in litigation, investigation, negotiation, and research and writing, as well as demonstrated commitment to public service.

**What if I obtain a clerkship?**

If you obtain a judicial clerkship, we suggest that next spring and summer you prepare for the job search process by becoming familiar with fellowship application procedures. Almost all fellowships encourage applications from “recent graduates.” A number of fellowships prefer judicial clerks, so you will be a well-qualified candidate. If you are interested in applying for fellowships where you have to develop a project, such as Skadden or Equal Justice Works, during this year you can learn about the application process, identify sponsoring organizations, and begin the research and development of the fellowship project.

**What is networking, and how is it done?**

Very simply, networking is the process of using people connections to gain information about careers and jobs; it is valuable both in finding out about job openings and in securing a job. Some studies show that as many as 70% of jobs are obtained through networking.

Informational interviewing can be valuable in exploring career options that are new to you; most people love to talk about themselves and their work so you can usually finagle at least a brief phone interview with even the most accomplished lawyers.

Now is the time to use the contacts you have developed, including faculty, current and former employers, and fellow students. For people you know, simply send them an email, asking them to let you know about job openings. For example, an email to a former employer might read,

“Hi Paul. Just wanted to let you know that I’ve started my last year at ASU College of Law. I’ve continued to work on tenant and housing issues and would really like to start my career as a legal services lawyer. I’m focusing my search on Chicago. Please keep me in mind if you hear of any job openings.”

Don’t forget to thank the people who have helped you. If you talk on the phone, a short thank you email is sufficient. However, if someone spends more than an hour with you in a networking meeting, be sure to send a handwritten note.

It is more difficult, but you can also network with people you don’t know. This is especially important if you decide to look for jobs in a subject matter or geographic area that you are not familiar with. It is easier to approach people that you have a connection to and alumni from your college and law school are a good place to start.

**Bar associations:** Becoming a student member of a bar association is an excellent way to increase your knowledge and make contacts. Membership entitles you to various benefits, including the opportunity to be appointed as a student member of a committee.
How wide should I cast my net and how many jobs should I apply for?

The best advice is to apply broadly. You should try for your “dream” job, but you should realize that your goals might be accomplished by being flexible and applying to jobs “outside the box” and in broad geographic areas. For example, if you are interested in environmental work, there are many government agencies that do such work that you may not have considered—such as the Department of Agriculture or the Nuclear Regulatory Commission. There is no limit on the number of jobs you may apply to and, unlike the judicial clerkship process, there is no stigma to being offered a job and declining it. Thus, we advise you to apply for ALL jobs that may interest you; you will thereby learn about more opportunities and you may be surprised to discover a job you did not know about. With creativity and persistence, you will find a job that you love!

What strategies should I use for a job search outside Arizona?

In addition to using PSJD, Idealist, and NLADA to find out about job openings (see also Appendices 4 and 5 for Web Sites for Job Searches), it is advisable to take other steps to find out about potential job openings. Networking is especially important for a job search outside Arizona. Don’t forget to ask professors and former supervisors if they have contacts where you’re looking.

Additionally, you may request reciprocal services. Reciprocity is a “courtesy agreement” between law school Career Center Offices allowing students and graduates the use of the Career Service Office of law schools located in other cities. Each law school has its own requirements. School reciprocity policies may be found online at www.NALP.org. If you are planning a visit to another school and would like a letter of reciprocity, please see Carolyn Landry in Student Services, Room 101.

How many bar exams should I take?

If you are geographically flexible, you may want to consider taking two bar exams. For example, the New Jersey bar is coordinated with the New York bar so that you can take both in one three-day period. In addition, the New Jersey portion only tests the six multistate subjects that you will already have prepared for the multistate exam. The downside is that each bar exam costs money. However, taking two bar exams is a particularly good option to consider if you think you will ever practice in two states, as it is much easier to take two bar exams at the same time than to take another one years later. The National Conference of Bar Examiners website has links to each of the state bar offices at www.ncbex.org/offices, which detail the reciprocity rules for that state, and the ABA produces useful charts that compare bar admission rules of all states, www.abanet.org/legaled/publications/ Additionally, BarBri representatives available during the lunch hour in the Rotunda can provide helpful information on state bar requirements.

2. Application Tips: Resume, Cover Letter, Interview

What should I include in a job application?

All applications should include a well-drafted cover letter and resume. It is also advisable to include a list of three references with contact information. Many employers
request a writing sample at a later stage. If they ask for grades or if your grades are good, you also should include an unofficial transcript.

**Can a resume be more than one page?**

Yes, a graduating public interest student’s resume can be more than one page, and in fact usually is, because in the “experience” section you should include clinics as well as internships. However, make sure that every word counts; edit your resume as tightly as possible because most employers will review it very quickly.

**How long should a writing sample be?**

The target length for a writing sample is approximately ten pages. If you are using an excerpt from a longer piece, it is helpful to write a short introduction explaining the context of the section you are submitting. It is important that the sample show your ability to analyze (not merely describe) a legal problem.

**What should I say in my cover letter?**

For a post-graduate job, a one page cover letter is often the most important part of the application—it is your “brief” for why you should be hired. Employers evaluate cover letters as the student’s first writing sample. The goal of a cover letter is to do two things: communicate genuine enthusiasm for the job and explain why you have the skills and knowledge that a particular employer needs. The cover letter should not repeat the resume; instead, it should be a narrative of your skills and knowledge that makes it seem that you have been preparing for this job throughout law school so that the employer can conclude that you are a perfect fit. Most students can construct multiple narratives without being dishonest.

The first step in drafting a persuasive cover letter is to analyze the qualifications an employer is seeking. This can be done by reviewing the “Qualifications Sought” section of a job posting. Employers often specify that they want various skills including research and writing, oral advocacy, organizing, a second language, ability to work as a team, sense of humor, etc. Your cover letter should state that you have the skills this employer is looking for, citing to the various experiences on your resume to demonstrate that you have a particular skill.

The tone of a cover letter is also crucial. You should strive to be unpretentious but confident. For example, instead of saying “I am the candidate you have been looking for,” you might say “I believe that I have developed skills that will enable me to contribute to the work of your organization.” It is important to emphasize what you can contribute, rather than why the job is perfect for you. See Appendix 8 for sample cover letters.

**How should I prepare for a post-graduate job interview and what questions can I expect?**

You should prepare for a job interview by learning as much about the organization, its work, and its attorneys as possible. Employers want to hire applicants who are enthusiastic about working for them and genuine enthusiasm comes from knowledge. This is not the time to communicate that you are keeping your options open; instead some career counselors say that the person who gets the job is the one who communicates that it is his or her dream job.

In researching an organization, you should read its web site, do a Westlaw/Lexis for cases, and a Nexis search for recent news articles. It is wise to ask the names of the people who will interview you so that you can research them also.

Prepare a strong answer to the question “Why do you want this job?” Your answer should be 18 or fewer words. If you are applying to several offices that do similar work, they may ask you to rank your preferences. For
example, the Phoenix DA may be what you would do if you are offered a job by both Phoenix and Tucson. It is always best to answer honestly, but it is permissible to be indirect. A good answer to that question is that it would be a privilege to work as a DA in Tucson and then tell them what you like about a position in Phoenix. If a job is your first choice, be sure to make that clear!

Interviews can be demanding, so prepare for hypotheticals and substantive questions about the work the organization does. Also be prepared for hypotheticals that require you to use your knowledge of the broad range of lawyering strategies; litigation, legislation (local, state, and federal); regulatory; public education; community organizing, etc. For example, an interviewer may describe a problem and ask you to outline how you would approach it. Most times, there is no one “right” answer; employers are evaluating your analysis, judgment, and ability to spot issues.

Another favorite question of interviewers is “What do you expect to be doing in 5-10 years?” It is best if your answer to this question relates in some way to the job you are applying for.

We suggest that you prepare for an interview in the same way lawyers prepare for oral arguments:

1) analyze the issues (the job description and the qualifications sought);
2) decide what two to three points you most want to get across about yourself so that you can weave these into your answers;
3) write a list of what questions you can expect based on the organization and its work and outline your answers in writing;
4) think of questions for the employer (ones not answered on the website).

If you prepare in this way, your answers are guaranteed to be more organized and concise than if you “wing it.” Last but not least, be prepared to address any perceived weaknesses in your background that the employer may raise.

What is a behavioral interview?

A behavioral interview is increasingly being used by public interest employers. It is based on the belief that the best predictor of future performance is past behavior. Behavioral interview questions often begin with phrases such as “Tell me about a time . . .” or “describe a situation when . . .”. These questions are looking for specific examples of behavior that demonstrates the qualities applicants claim to have. For example, if you describe yourself as “hardworking,” a behavioral interview question will ask for a specific example. The best way to prepare for this type of interview is to think of examples of the concrete challenges you have faced and successes you have had in previous jobs, internships, and clinics. See a career counselor for more information about this interview technique.

How should I dress, sit and use my hands in an interview?

A suit is favored or at least dark business attire. You want the interviewer to focus on your answers, not on your appearance.

Your body posture also sends a message. Thus, we recommend that you do not have a “laid back” posture. It is best to sit with the small of your back against the back of the chair, legs in front of you (not crossed). Keep your arms free so that you can gesture, because gestures often make speech seem more vibrant.

What are special tips for a telephone interview?

For telephone interviews, a good technique is to stand up because your voice will project more energy and enthusiasm. Also, be sure
to smile as you speak, as it will make your voice sound friendlier.

Should I ask about salary, hours, and benefits in an interview?

No. An interview is not the time to bring up these issues. They should be discussed AFTER an employer makes you an offer.

Should I send a thank you letter?

YES, you should email a thank you letter IMMEDIATELY after an interview. A thank you note provides an opportunity to reinforce your enthusiasm, skills, and knowledge, as well as to address any problem areas or issues that were not adequately addressed in the interview. For example, after you say how much you enjoyed meeting them etc., you could address any concerns with something like “I’m not sure I explained/emphasized well enough [my litigation experience].” It is best to email individual thank you notes to everyone you met, so be sure to ask for everyone’s business cards. Email notes are recommended because they can arrive within hours after the interview and can be easily forwarded around an office, which is especially helpful in large offices.

Can I hold a private firm offer open pending a public interest job search?

Some students have private firm offers that “expire” before the public interest job search is complete. Students exploring public interest positions have sometimes been successful negotiating extensions with private sector employers to allow them to conduct a full public interest job search and to participate in fellowship competitions. The NALP Guidelines (www.NALP.org) for the acceptance of offers of employment for full-time employment are:

1. Employers offering full-time positions to commence following graduation to candidates not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for full-time positions to commence following graduation should remain open for at least two weeks after the date of the offer letter.
2. Candidates may request that an employer extend the deadline to accept the employer’s offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.
3. Employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open until at least November 1 of the candidate’s final year of law school. Candidates should reaffirm these offers within thirty days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 30 day period.
4. Employers offering candidates full-time positions to commence following graduation and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-3 of this Section. Instead, offers made on or before December 15 should remain open for at least three weeks following the date of the offer letter or until December 30, whichever comes first, and offers made after December 15 should remain open for at least two weeks.

3. Public Interest Employers - How They Hire: Government; Prosecutors; Public Defenders; Direct Services; Law Reform; Public Interest Law Firms; International

a. Government

How does the federal government hire and what are resources for government jobs?

The federal government generally hires entry-level attorneys through government honors programs. To obtain a complete list of government honors programs, use The Government Honors Handbook, which lists federal, state, and local government honors programs. Because it is continually updated, it is available through Symplicity. Table 1 of the Handbook is a valuable listing of government application deadlines, sorted by deadline date.
If you are interested in non-litigation programs in the federal government, consider applying for the Presidential Management Fellowship Program, www.pmf.opm.gov. This program is highly selective. Fellows are chosen in an all-day interview process and then are appointed to two year appointments. These appointments can be converted to either career or permanent, excepted service jobs at the end of the fellowship. Candidates must have a graduate degree and be nominated by their school. To be considered for nomination by the College of Law, submit your resume and intent to apply for the PMF program to the chair of the faculty awards committee.

Carefully review the “How to Apply” pages in the website, including the Program Overview & Frequently Asked Questions.

Other resources for federal government jobs are:

- USAJobs, www.usajobs.opm.gov/, a website run by the U.S. Office of Personnel Management, is an excellent source of online information for federal job opportunities.
- ALP’s Federal Employment Opportunities Guide, provides comprehensive information on federal departments and agencies as well as the federal government hiring process. The Guide is available at https://www.psjd.org/getResourceFile.cfm?ID=75.
- The United States Government Manual provides a brief description of every agency, its organization, mission and locations. To download a free copy from the National Archives and Records Administration, go to www.nara.gov.

State Attorneys General do a broad array of work, from environmental to education to consumer and anti-trust. It is difficult to make broad generalizations, as the jurisdiction, size, work, and hiring practices of state attorneys general varies significantly. Some offices, such as New Jersey, hire many entry level attorneys each year; others, such as New York, only hire entry level attorneys through Honors Programs. The Arizona Attorney General’s office only hires after bar passage. Openings are posted to their agency website. (See Appendix 4).

City Law Departments represent municipalities in all civil litigation and often hire entry-level attorneys who work in a variety of subject areas, from defending the city in slip-and-fall cases, to bringing affirmative litigation on behalf of the city. City offices have very low turnover and often contract legal work to local law firms. When openings occur, local City offices place a listing with the Career Center office. Check the Symplicity Job Board for openings and research contact information through the Career Center Directory to Government and Public Interest agencies.

Agency Attorneys provide general counsel for various city agencies such as the Department of Health and the Department of Education. A list of agencies is provided at the State of Arizona website and in Appendix 4 of this Handbook.

b. Prosecutors

How and when do County Prosecuting Attorney’s Offices hire?

Prosecutors, especially in large cities, regularly hire an entering class and often begin interviewing in the fall for the following year. Thus, you should not wait for a job posting, but either interview on campus or apply in the fall to the offices in which you are interested. Be aware that hiring may depend on budget approvals and may not be finalized until the summer.
Prosecutor’s offices have a three or four stage interview process, during which they may ask hypotheticals or ask you to do a simulated court argument. An example of a common hypothetical asked by prosecutors is the “uncooperative domestic violence victim.” A good source listing county prosecutors is www.prosecutor.info. What qualities do prosecutors look for in hiring?

All offices want to know why an applicant is interested in being a prosecutor and determining if an applicant understands that the role of a prosecutor is to do justice (not to accumulate convictions). Because prosecutors are given so much responsibility for decision-making and must work with not only opposing lawyers and judges but also police officers and distraught victims, the most important qualities are exceptional interpersonal skills: integrity, judgment, maturity, and ethics. Although prosecutors expect students to have performed well in Criminal Law, Criminal Procedure, and Evidence, academic performance is seen to be only one indicator of an applicant’s potential. As much or more attention is given to practical experience where candidates have had to “think on their feet,” such as clinics, internships, moot court, extracurriculars and even theatre. Prior leadership experience and a demonstrated commitment to public service are also important. Working in a prosecutor’s office is a terrific way to obtain trial experience and might be especially attractive to people who are interested in specific issues, such as domestic violence or child abuse.

How do U.S. Attorneys offices hire?

Many U.S. Attorneys offices, such as those in Phoenix, do not regularly hire graduating students but prefer lawyers with two or more years of litigation experience. However, U.S. Attorneys offices in other parts of the country may hire after a clerkship. In general, these offices prefer applicants who have clerked, especially for federal judges in the district where one seeks to work.

These offices seek experience in both writing AND arguing in court. They hire from a variety of backgrounds, large and small firms, as well as local prosecutors’ offices. The key is that you need to develop both written and oral advocacy skills. Hence, if one works in a local prosecutor’s office where there is a lot of in-court experience to be had but generally not a lot of writing, applicants should look for outlets to hone writing skills. The reverse is the big-firm attorney who writes a lot and probably well but has little opportunity for oral advocacy. Those applicants may need to do a pro bono case to obtain oral advocacy experience.

c. Public Defenders: How and when do they hire?

One of the largest job categories for public interest graduates is public defender offices, many of which hire a group of entry-level attorneys annually, because Gideon v. Wainwright, 372 U.S. 335 (1963), guaranteed the right to counsel in felony cases. The National Legal Aid and Defender Association, www.nlada.org, is an excellent source for finding public defender offices throughout the country.

At ASU, many public defenders office recruit through on-campus interviews or post jobs. These offices include, but are not limited to, the Federal Public Defender, Arizona county defenders from Maricopa Pima, Pinal, Mohave and Yuma County Public Defenders. A good number of public defenders also interview at the Equal Justice Works Career Fair in D.C. in October.

Large public defender offices follow a set hiring procedure, often consisting of two or more interviews. For example, the procedure at the Public Defender Service of Washington, D.C., is as follows:
We have a three tier process: the first step is either the on-campus interview or a telephone interview for folks who apply directly. The on-campus has one to three hypos that may or may not include a small role play, and general conversation to determine why the candidate is interested in PDS and being a public defender, etc. The interview isn't very substantive; there is no law and even the hypos are designed more to learn about the candidate's thought process and problem-solving skills.

If a candidate is asked to move to the callback stage, s/he needs to complete the application packet (two essays on the website) and mail that in by mid October. Callbacks are 1/2 hour and consist of a similar interview with more complex hypos and perhaps role playing.

If a candidate is called to the third and final interview, s/he will meet with our director, deputy director, trial chief, and general counsel. This interview lasts between 1 and 1.5 hours. This interview builds on the first two and is a continuing exploration of the candidate's thought processes, etc. In addition, the candidate will receive in advance of the interview an opening statement exercise; they have to stand and give the opening during the final interview.

What qualities do public defenders look for in hiring?

Like prosecutors, public defenders look for students who have taken Criminal Law, Criminal Procedure, and Evidence; have strong interpersonal skills, and have gained significant oral advocacy experience through clinics, internships, moot court, etc.

In addition, defender offices look for people who are: (1) zealously client-protective and willing to do all that one can, within the bounds of the rules of ethics, to produce the best result for the client; (2) very respectful of the client's decision-making prerogatives, certainly with regard to decisions that the rules of ethics allocate to the client (whether to take a guilty plea; whether to take the witness stand; what sentence to seek), but also with regard to matters that are technically assigned to counsel for determination (the selection of the theory of the case, for example) but on which the client might have a strong view; and (3) attuned to the goal of treating the client as a partner in the enterprise and thereby empowering the client. In preparing for public defender interviews, it is helpful to be reflective about why you want to be a public defender.

d. Direct Services: How and when do direct services providers hire and what qualities do they look for?

Direct service providers include legal services offices which work on a broad range of issues as well as single issue organizations that exist in many cities that focus on one issue or population, such as advocacy on behalf of children or immigrants. With some exceptions (large offices in large cities), these organizations generally do not have the budget to hire entry-level “classes” of attorneys in the same way that prosecutors and public defenders do. Thus, they only hire when openings become available; openings are advertised from about February through summer for post-graduate positions. The National Legal Aid and Defender Association, www.nlada.org, is an excellent source for finding direct services offices throughout the country; also check www.PSJD.org for job openings.

Because the mission of direct service providers is to serve many low-income individuals, the work involves close client contact and substantial casework. Casework involves a variety of tasks, from writing a demand letter to doing an administrative hearing before a government agency, to
litigating in state or federal court. Many offices augment individual representation with law reform efforts and community education and organizing.

Direct service providers value people who can produce high quality written work efficiently and who have experience interviewing clients, working with community groups, negotiating with administrative agencies, and oral advocacy. Many organizations prefer applicants who can speak the native language of their clients; there are some jobs that require Spanish fluency, for example.

e. Law Reform/Policy Organizations: How and when do they hire and what qualities do they look for?

Law reform organizations differ from direct service providers in that they focus on changing the law rather than serving large numbers of individual clients. They may do litigation, policy work, or both. In this era, public interest lawyering is increasingly multi-strategic, relying on a combination of litigation, community outreach, education, media strategies, and legislative and regulatory advocacy. Impact organizations differ widely in their scope and focus. Some focus on one issue, such as the environment or women’s rights and some work on many issues. Some have only one office, some have several. For example, Earth Justice has eight offices around the country and the ACLU has an office in every state, with the goal to have a lawyer in each one. In many states, the ACLU is one of the only organizations doing law reform work.

Generally, impact organizations only hire entry-level attorneys through fellowships, either internal ones at the organization itself or project ones funded by an outside entity such as Skadden or Equal Justice Works. Fellowship deadlines and hiring decisions range throughout the year, from early fall to late spring. Because impact organizations do complex litigation, they tend to value evidence of the ability to do complex research, writing, and analysis. They look for clinic experience, internships at impact organizations, journal work and judicial clerkships.

f. International Public Interest: How to break into the field?

International employers look for, among other things, field experience, specialized knowledge of international law (e.g. transitional justice, public international law, international environmental law, etc.), language skills, and the ability to write for various audiences. Geographic flexibility is also helpful.

There are very few entry-level international jobs aside from fellowships, so this can be a very difficult field to break into. It is important for students to use their summers and their time in law school strategically by doing internships and clinics, publishing a note on a timely human rights topic, perfecting language skills, etc. This may position 3Ls to compete for more advanced positions upon graduation. Networking is also incredibly important in this field, and personal recommendations can be essential for getting a job. Some students decide to go to a developing country after graduation to gain field experience, perhaps starting off by volunteering for a local NGO and networking to position themselves for paid employment.

For those interested in international organizations such as the United Nations and UN agencies, there are four main ways to get hired, but none of them are easy – especially if you are from a country that is already “overrepresented” within the UN system. First is through competitive exams offered each year, for certain nationalities. Second is through the Junior Professionals Program funded by certain countries (but not usually offered by the US). The third is by applying for postings listed on their websites, though this can be like buying a lottery ticket, as they may get hundreds of applications and / or
have an internal candidate in mind – don’t feel rejected if you apply for 30 positions and hear nothing. The last is by applying for short-term contract positions, which are usually advertised only by word of mouth through networks.

Many jobs in this field, not only at the UN, are consultancies for limited periods of time. Obtaining one consultancy can often lead to others, or to longer-term paid work. The downsides of contract work include lack of employer-paid benefits and lack of information – many consultancies are not posted and are only communicated within professional networks (which makes networking all the more important – no one will send you a job notice if they don’t know who you are).

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

g. Public Interest Law Firms: How and when do they hire and what do qualities do they look for?

Public interest law firms are private firms that view their mission as primarily public service. Most concentrate on one or two practice areas, such as criminal defense, labor/employment, or family law. Because they are often small, they only rarely hire entry-level attorneys. When they do hire, they look for strong research and writing skills as well as skilled oral advocates.

B. WHERE TO FIND PUBLIC INTEREST INTERNSHIPS

1. Job Resources

PSJD—Public Service JD

The most comprehensive resource is an on-line one: the Public Service Law Network Worldwide (PSJD), a database of 12,000 domestic and international organizations, government agencies, and public interest law firms, at www.PSJD.org.

Harvard Job Search Guide

Serving the Public: A Job Search Guide, a comprehensive handbook and directory published by Harvard Law School, contains lists of public interest organizations as well as job search strategies and personal essays about the practice of public service law. It is an especially useful guide for 1L students trying to orient themselves to public interest law. Volume 1 addresses domestic law; Volume II addresses international.

Other Resources

The best websites for domestic and international public interest jobs are described in Appendices 4 and 5. Also, see Appendix 2 for Library Resources.
The Government Honors & Internship Handbook, by the University of Arizona School of Law, which lists federal, state, and local government internship programs, is the best resource for government internship programs. It is available on Symplicity.

NALP’s Federal Employment Opportunities Guide, provides comprehensive information on federal departments and agencies as well as the federal government hiring process. The Guide is available through the NALP website in PDF format at www.nalp.org/jobseekers/fedempl.pdf. and at the Career Center Library.

The United States Government Manual provides a brief description of every agency, its organization, mission, and locations. To download a free copy from the National Archives and Records Administration, go to www.nara.gov.

2. Sandra Day O’Connor College of Law Internship/Fellowship Opportunities

Truman Young Fellowship

More than two decades ago, the Arizona State Bar sponsored a series of internships designed to encourage highly qualified and motivated law students to become career prosecutors. Truman R. Young, Jr., a former Air Force Academy graduate and decorated combat pilot, was one of the students selected to participate in this honor program. During his internships and subsequent career as a prosecutor, Truman exemplified the qualities that the public expects of its advocates. On more than one occasion Truman declined lucrative offers from prestigious law firms to continue as a prosecutor.

On March 13, 1982, Truman R. Young, Jr., was killed in a mid-air collision while piloting a National Guard airplane. In memory of Truman and in tribute to him, his friends and colleagues in conjunction with the Arizona Prosecuting Attorney’s Advisory Council and the College of Law, established the Truman R. Young, Jr. Prosecuting Fellowship.

The Fellowship: The fellowship is designed to offer one third year law student each year the opportunity to participate in the type of honor internship program Truman Young found so rewarding.

The fellowship program allows that the selected student have the opportunity to work in at least three prosecuting offices during the fellowship period. The offices include a city prosecutor’s office, a county attorney’s office, the Arizona Attorney General’s Office, and the U.S. Attorney’s Office of Arizona. The rotation schedule will depend on the needs of the participating prosecution offices.

The fellow participates in the program during the summer following the second year of law school working in a prosecutor’s office 40 hours a week. During the third year, the fellow works 20 hours a week in two or three different prosecutor’s offices. The fellow earns 6 credits and receives a $10,000 stipend. The Fellow also receives a $5500 scholarship, which is applied to the cost of tuition.

The Selection Process: Interested candidates submit resumes and two statements. The first statement briefly states why the candidate is interested in prosecution as a career and the
second statement details what the applicant considers to be the most important issue facing the criminal justice system today. The resume and the statements are to be submitted to the Civil Practice Clinic. An information session is held and resumes collected in October. The Truman Young Selection Committee then personally interviews each applicant and selects the Fellowship recipient. Applications and deadlines are available through the Clinical Program, Room 106 or [Truman Young Fellowship].

Arizona Legislative Internship Program

During the spring semester, the Arizona Legislature offers a six-credit internship. The hours accumulate as externship hours. Interns work for either the House of Representatives or the Senate. Intern responsibilities depend on the needs of the legislature. Responsibilities can include preparing summaries and analyzing bills for the Senate Rules Committee; analyzing bills for Constitutional problems; handling constituent caseload and tracking bills.

Four to seven interns are generally hired; each earns six. Hiring preference is given to third year students, however, second-year students are eligible to apply. Applications are available in September through the Externship Program.

The Gideon Fellowship for Criminal Defense

The Gideon Fellowship for Criminal Defense is a 12-month clinical experience beginning the summer following the completion of the second year of law school. Through the fellowship, a student experiences a progression of various experiences in indigent defense work at both the Office of the Maricopa County Public Defender and the Federal Public Defender’s Office. The fellowship is open to one student per year and the fellow is selected through a competitive application process. The Fellow is expected to spend the summer term in the Public Defender Clinic, the fall term at the Maricopa County Public Defender’s Office, and the spring term at the Federal Public Defender’s Office.

Details of the Program:
- The Program is administered by the Sandra Day O’Connor College of Law Clinical Program.
- The Fellow receives twelve (12) pass/fail credits
- The Fellow is recognized at the Arizona Public Defender conference in June
- The Fellow is expected to write two articles for publication in criminal practitioner publications

Applications and deadlines are available through the Clinical Program, Room 106 or [Gideon Fellowship].

USING COLLEGE WORK STUDY TO SECURE EMPLOYMENT

The College Work Study (CWS) program is a federally funded financial aid program which creates additional job opportunities for financially needy students. Students are eligible for CWS who:
- Are a U.S. citizen or an eligible non-citizen;
- Have completed a financial aid file with the ASU Student Financial Assistance Office;
- Are making satisfactory academic progress; and
- Are eligible for financial aid and have Unmet Need remaining in their financial aid budgets. (There are several options available to increase your Unmet Need. Check with College of Law Financial Assistance for more information.)
Only public non-profit agencies qualify for this program. The Career Center will post work study positions during the Spring for summer placements. Students interested in securing their own work-study placement should contact the Career Center.

List of Agencies with Federal Work Study Contracts with ASU:

Arizona Attorney General’s Office
Arizona Supreme Court, Staff Attorney’s Office
Coconino County Office of the County Attorney
Community Legal Services
Florence Immigration and Refugee Rights
Four Rivers Indian Legal Services
Maricopa County Attorney’s Office
Mohave County Attorney’s Office
U.S. Attorney’s Office, (Phoenix, AZ)
U.S. Dept. of Justice, United States Trustee (Phoenix, AZ)
Yuma County Public Defender’s Office
Yuma Office of the Legal Defender

3. Career Fairs

The College of Law participates in various legal job fairs throughout the country. These job fairs include diversity fairs, intellectual property fairs, public interest fairs, and fairs by geographic areas. All fairs are announced to students by email from Law Career Center. A sampling of these fairs are listed below:

1. The Northwest Government/Public Service Job Fairs held in Seattle and Portland each February
2. The Loyola Patent Job Fair held in Chicago in July
3. The San Francisco Intellectual Property Law Association Job Fair held in August
4. The Southern California Interview Program held in Los Angeles in early September
5. The New England Interview Program held in early September
6. Various diversity Job Fairs held throughout the country in August, September, and October sponsored by: Cook County Bar Association; National Black Prosecutors’ Association; Hispanic Lawyers’ Association; BLSA Midwest Minority Recruitment Conference; DuPont; Minnesota Minority Recruitment Conference; Northwest Minority Recruitment Fair; Rocky Mountain Diversity; and Heartland Diversity Legal Job Fair
7. The IMPACT Job Fair for students and attorneys with disabilities held in Washington, DC in August
8. The Equal Justice Works Job Fair held in Washington, DC in October
9. The Lavender Law Conference held in varied locations
Appendix 1: Timeline for Planning a Public Interest Career

**ONGOING**
- Review Calendar for events of interest to you.
- Build public interest credentials: student-run pro bono organizations, term-time and summer internships, clinics, journals, leadership in organizations.
- Attend the ASU Career Center Gov/Public Interest Networking Fair in February. If have job, network with employers at Table Talk.
- Network and conduct informational interviews with public interest students and alums.
- View job postings for government and public interest internships, fellowships and attorney positions on Symplicity’s Job Bank.

**FIRST YEAR**

**Fall**
- Expand knowledge of public interest subject areas and types of lawyering by attending educational panels.
- After November 1, conduct 1L summer internship search:
  - Write resume in law school format;
  - Sign up for PSJD and read Summer Intern Reports;
  - Meet with counselor to discuss 1L summer and public interest career path;
- After December 1, begin applying for jobs.

**Spring**
- Continue conducting 1L summer internship search.
- Attend Career Fair
- Attend meeting to prepare for summer internship.

**Summer**
- Work hard to get as much experience from your internship as you can; take advantage of brown bag lunches or other educational/networking opportunities offered by employer.
- Refine interests in subject area and type of lawyering.
- Consider whether summer employer is potential post-graduate employer or fellowship sponsor.

**SECOND YEAR**

**Fall**
- Reflect on 1L internship; determine whether you want to explore new area in 2L summer or deepen prior experience. Do personal inventory to assess your interests in subject matter and type of legal work. Consider how 2L summer relates to post-graduate goals.
- As one factor in your search, determine whether organizations have post-graduate opportunities. Do they regularly hire staff attorneys, do they have their own fellowship or have they successfully sponsored project fellowships?
• Meet with counselor to discuss long-term plans and how they relate to 2L summer.
• Conduct 2L summer internship search.

**Spring**
• Finalize 2L summer plans.

**Summer**
• Work hard at summer internship, realizing that 2L summer recommendation can be crucial to post-grad job search.
• If applying for fellowships, meet with a counselor.

**For project fellowships:**
Educate yourself about relevant potential sponsors through PSJD and websites. Determine whether organization you are interested in has sponsored fellows before. Contact potential organization sponsors; solidify organization sponsorship as early as possible. Begin drafting project proposal.

**For other post-graduate opportunities:**
Use alumni contacts to “shadow for a day” an attorney who works in an organization you are interested in (especially good for public defender, prosecutor jobs).

**third year**

**Fall**
• Review on campus deadlines, Government Honors Handbook and PSJD fellowship information to construct personal calendar of deadlines.
• Meet with counselor to plan post-grad job strategy; revise resume; draft cover letter.
• Sign up to have jobs emailed to you from PSJD.

**For project fellowships:**
Finalize application.

**For organization fellowships and government honors programs:**
Network with prior fellows before finalizing application materials; prepare for interviews.

**For public defender, prosecutor, and government jobs:**
Determine if agencies you are interested in are interviewing at On Campus Interviewing or Equal Justice Works Fair in Washington, D.C.

**Spring/Summer**
• Apply for fellowships with spring deadlines.
• Apply for non-fellowship jobs that post announcements in spring and summer.
Appendix 2: Career Center Library Resources, Law Library, Study Skills Section

Public Interest Directories/Domestic
The Directory of Legal Aid and Defender Offices, National Legal Aid & Defender Association

Public Interest Directories/International
Guide to Funding for International & Foreign Programs, The Foundation Center
Finding and Funding International Public Service Opportunities, NALP

Fellowships
Public Interest Fellowships, Yale Law School

Government
Government Honors & Internship Handbook, Univ. of Arizona College of Law
Federal Legal Employment Opportunities Guide, NALP, with Partnership for Public Service
Working on Capitol Hill, Yale Law School

Public Interest Law Firms
AFL-CIO Directory of Lawyers’ Coordinating Committee
National Employment Lawyers Association Membership Directory and Guide to Member Services
Private Public Interest and Plaintiff’s Firm Guide, Columbia Law School and Harvard Law School

Sample Career Center Library Resources:
Lawyers Plum Book
America's Children: Key National Indicators Of Well-Being
Community Lawyering: Theory and Practice - Materials for so Goes a Nation: Lawyers and Communities
Directory of Legal Resources For People With Aids & HIV
Directory of Pro Bono Children's Law Programs
Good Works: A Guide To Careers In Social Change
Human Rights Organizations & Periodicals Directory - 7th Edition
Lawful Pursuit: Careers in Public Service Law
Learning to Serve
Liberty & Justice For All
Public Service Entrepreneurs: Conceptualizing, Organizing
Public Service, Private Practice - 2nd Edition
Public Lawyers Division Career Analysis
Serving the Public: A Job Search Guide (14th Edition)
Appendix 3: Guide to Loan Repayment Assistance Programs.

This guide contains information on non-law school Loan Repayment Assistance Programs (LRAPs). It also includes information about ways to structure your loan payments to lower your monthly payments, and tax information regarding your student loans.

Loan repayment assistance programs (LRAPs) provide financial aid to law school graduates working in the public interest sector, government or other low paying legal fields. Whether they are referred to as debt management programs, loan forgiveness programs or low-income protection plans, LRAPs share a common mission: offering grants or forgivable loans to law school graduates to help them repay a portion of their annual educational debt. In most cases, to be eligible for program benefits, a graduate must be employed in either a nonprofit or a local, state or federal government setting and must work in a law-related position.

ARIZONA RESOURCES

Maricopa County

In order to enable attorneys with student loans to dedicate their careers to public service, Maricopa County created a loan repayment assistance program (LRAP) in 2006. Under the terms of this program, Maricopa County reimburses attorneys for payments they make on their student loans, up to $1800 per quarter. The maximum lifetime benefit is $50,400.

The LRAP is available to attorneys in the offices of the Public Defender, Legal Defender, Legal Advocate and County Attorney. To be eligible, an attorney must work in one of the offices for 24 consecutive months, and provide documentation that the loans were for educational purposes only. Undergraduate and law school loans are eligible. Consolidated loans are eligible, as long as all of the loans consolidated were for educational purposes. Student loans consolidated with non-educational loans are not eligible. The benefits of the Maricopa County LRAP are not restricted to loans obtained for tuition and books, but include student loans for living expenses while in school and bar study loans.

State of Arizona

Arizona Foundation for Legal Services and Education’s Loan Repayment Program

For a very limited number of approved attorney applicants, the Arizona Foundation for Services & Education’s Loan Repayment Program provides up to $6,000 annually for educational loan payments for students employed by Arizona public service organizations such as, Advocates for the Disabled; Catholic Social Services; Community Legal Services; DNA - People’s Legal Services; Florence Immigrant and Refugee Rights Project; Southern Arizona Legal Aid; William E. Morris Institute for Justice. Funds are limited and not all who apply will receive a grant. Applications are due in January of each year. For additional information and a list of approved organizations, see www.azflse.org or contact:

Ms. Lara Slifko
Arizona Foundation for Legal Services & Education
OTHER SOURCES OF FUNDING

Two funding sources are the Community Legal Services Educational Loan Assistance Program, and the DNA Loan Forgiveness Program. The Community Legal Service program pays up to $200 a month for its attorneys' law school loan payments. DNA Legal Services also has a loan forgiveness program for its employees.

Lillian O. Johnson          Executive Director
Executive Director          DNA-Peoples Legal Services
Community Legal Services    Route 12, Highway 264
305 S. Second Ave.          Post Office Box 306
Phoenix, Arizona 85003      Window Rock, Arizona
Phone: (602) 258-3434 ext. 230/228 Phone: (928) 871-5634
Fax: (602) 253-1536          Fax: (928) 871-5036

Additional Resources

1. State Loan Repayment/Forgiveness Programs

Nine states currently have LRAPs. They are: Arizona, Florida, Maine, Maryland, Minnesota, New Hampshire, New York, North Carolina, and Texas. Montana, Missouri and Washington State are currently launching programs. For more information, please go to www.abanet.org/legalservices/lrap/state/stateprograms.html.

2. Federal Employer Loan Repayment Programs

At least 24 Federal Agencies provide their employees with loan repayment assistance. Employees can receive up to $10,000 per year and $60,000 total. To qualify, you have to commit to working for the agency for at least three years. For more information, view www.opm.gov/oca/PAY/StudentLoan/index.asp.

Example of participating agencies:

Chemical Safety and Hazard Investigation Board  Department of the Treasury
Committee for Purchase from People Who Are Blind or Severely Disabled  Department of Veterans Affairs
Defense Nuclear Facilities Safety Board  Export-Import Bank
Department of Agriculture  Federal Energy Regulatory Commission
Department of Defense  General Accounting Office
Department of Education  General Services Administration
Department of Energy  Government Printing Office
Department of Health and Human Services  Inter-American Foundation
Department of Justice  National Aeronautics and Space Administration
Department of Labor  National Mediation Board
Department of State  Nuclear Regulatory Commission
Department of the Interior  Securities and Exchange Commission
3. Non-Profit Employer Loan Repayment Assistance Programs

Certain non-profit employers offer LRAPs of varying amounts. Loan repayment assistance from employers is considered income for tax purposes. A list of employers offering assistance is below. Please note that this list may not be comprehensive. You should ask an employer if they offer an LRAP. More information may be found at www.lri.lsc.gov/sitepages/management/management_lrap.htm.

Appalachian Research and Defense Fund of Kentucky
Atlanta Legal Aid Society
Center for Arkansas Legal Services
Bay Area Legal Aid
California Rural Legal Assistance
Central Florida Legal Services
Columbia Legal Services
Community Legal Aid Services (Ohio)
Community Legal Services (Arizona)
DNA-Peoples Legal Services
Florida Rural Legal Services
Inland Counties Legal Services
Lane County Legal Aid Services
Legal Aid of Western Missouri
Legal Aid Services of Oregon
Legal Aid Society (Kentucky)
Legal Aid Society of San Diego
Legal Services for Cape Cod & Islands
Legal Services of Eastern Michigan
Legal Services of Northern California
Merrimack Valley Legal Services
Neighborhood Legal Services of Los Angeles
Northwest Justice Project
Ohio State Legal Services Association
Southwest Virginia Legal Aid Society
Texas Rural Legal Aid
Virginia Legal Aid Society
Volunteer Lawyers Project of the Boston Bar Association

4. Post-Graduate Fellowships Offering Loan Repayment Assistance

Several post-graduate fellowships provide loan repayment assistance. They include:

Equal Justice Works Fellowship (www.equaljusticeworks.org/post-grad/equal-justice-works-fellowships)

Equal Justice Works Pro Bono Legal Corps (www.equaljusticeworks.org/post-grad)

New Voices National Fellowship (http://aspennewvoices.org/)

Skadden Foundation Fellowship (www.skaddenfellowships.org)

Soros Justice Fellowship (www.soros.org/initiatives/justice/focus_areas/justice_fellows)

5. Student Debt Relief

The high cost of education and the burden of student debt prevents many from pursuing and remaining in public interest careers. Our Equal Justice Works’ Educational Debt Relief program is devoted to advocating for student debt relief and spreading the word to make sure those who need relief are taking the right steps to qualify.

Their detailed and user-friendly resources include:

- Student Debt Ebook
Appendix 4: Websites for Domestic Job Searches

State of Arizona

In addition to the Attorney General’s Office, the other major government offices within Arizona include the Office of the Governor, Secretary of State, State Treasurer and Auditor General. Many of these offices have attorney advisors on staff. Major state departments with staff attorneys include Agriculture, Economic Security, Health Services, Insurance, and Water Resources. Major state commissions with staff attorneys include the Corporation Commission and the Industrial Commission. For a detailed listing of state offices and contact names, see the State Yellow Book in any major library.

If you are a 3L applying for an attorney position after graduation, you must follow the procedures to be considered for employment with the State of Arizona. Visit www.hr.az.gov

Arizona Corporation Commission
http://www.azcc.gov/
1200 W. Washington
Phoenix, AZ 85007
(602) 542-3402 or (800) 222-7000
(602) 542-4870 Fax
legaldiv@azzcc.gov

Industrial Commission of Arizona
http://www.ica.state.az.us
Phoenix Office
800 W. Washington St.
Phoenix, AZ 85007
(602) 542-4411
(602) 542-7889 Fax

Arizona Department of Economic Security
http://www.azdes.gov
Phoenix Office of Appeals
207 E. McDowell Road
Phoenix, AZ 857004
(602) 340-8447

Arizona Department of Insurance
http://www.id.state.az.us
Phoenix Office
2910 N. 44th St., Suite 210
Phoenix, AZ 85018
(602) 912-8444

Arizona Department of Real Estate
http://www.re.state.az.us
Phoenix Office
2910 N. 44th St., Suite 100
Phoenix, AZ 85018
(602) 771-7799
After Graduation Positions

Full-time clerk positions are open to recent graduates. After admittance to the Arizona Bar, clerks may apply and interview for full time attorney positions within the County Attorney’s Office. (Note: Some counties accept applications before graduation, or before your bar results. Check with each county to see what the timing is.) Resumes are reviewed and prospective candidates are referred to the hiring board. Depending on the agency, candidates may be interviewed individually or by a panel of attorneys. Entry-level attorneys are generally placed in juvenile, preliminary hearings/trial group or narcotics. Starting salary is in the range of $40,000 to $50,000. To apply, send resume, cover letter, application and writing sample to the agency directly (and follow requirements of the County Human Resources Departments, as outlined on their individual websites.)

In addition to postings in the Career Center Office, attorney positions are listed on the county websites, along with applications for employment. The links are:

**Maricopa County**

Job Postings - [https://jobs.maricopa.gov/](https://jobs.maricopa.gov/)

**Pima County**

Application - [http://webcms.pima.gov/cms](http://webcms.pima.gov/cms)

**ARIZONA**

**Arizona Legal Services Directory:** A Comprehensive Listing of Arizona Legal Services Programs. Published by William E. Morris Institute for Justice:

AZLawHelp: Legal information website maintained by a nonprofit legal services provider in Arizona.  www.azlawhelp.org/


National College of District Attorneys Links to Prosecuting Attorney websites http://www.law.sc.edu/ncda/links.htm

GENERAL

Internship Website

Career Center offers students access to Internships-USA. This website provides a link to Internships for Law Students in numerous areas of the law including:

- Legal Services
- Prosecution
- International Affairs
- Women’s Rights
- City and County Attorney Offices
- Sports
- Education
- Environmental
- Federal
- Law and Policy
- Congressional
- Human Rights
- Corporate

To access this resource, go to www.internships-usa.com and select Internships for Law Students. Access codes are available on your Symplicity homepage.

Non-Traditional Resource

The Non-Traditional Legal Careers Report provides hundreds of examples of how to use your law degree somewhere other than in a law firm. It is published every two weeks. The Report publishes real positions for J.D.’s in non-law firm settings. Each edition features positions in Business, Education, Government, the Judiciary, Legal Publishing, Policy, Law Libraries and Public Interest. International positions are also included in each issue. To access this site go to www.nontradlaw.net.
**Intercollegiate Job Bank**

Students seeking employment opportunities outside Arizona will find the Intercollegiate Job Bank to be a useful resource. This job bank is a web-based job bulletin consisting of job listings from law schools across the country, hosted by the Brigham Young University Law School. This job bank is updated on a monthly basis. Currently, there are over 120 law schools participating in this program. To access the Intercollegiate Job Bank go to: [http://www.law2.byu.edu/site/home](http://www.law2.byu.edu/site/home) or your Symplicity homepage.

**PSJD, www.PSJD.org (HIGHLY RECOMMENDED)**

Comprehensive listing of public interest legal positions, including volunteer opportunities, paid summer positions, and post-graduate positions and fellowships.

**Idealist (Action without Borders), www.idealista.org (HIGHLY RECOMMENDED)**

Comprehensive listing of public service positions, both legal and non-legal, in over 140 countries. This is an especially good site for post-graduate job listings. Searchable by subject matter, country, type of position, and other categories.

**National Legal Aid & Defender Association, www.nlada.org/jobop.htm (HIGHLY RECOMMENDED)**

This is the best site for post-graduate jobs in civil legal services organizations and defender organizations. Other public interest organizations are also listed. Searchable by state.

**Foundation Center, www.foundationcenter.org**

Provides information about every foundation in the country. Much of this information is free, but some of it is for paying subscribers only. Job corner contains a database of job openings in foundations, corporate grant makers, and other nonprofit organizations. Searchable by type of employer and region.

**GOVERNMENT**

**Government Honors & Internship Handbook, [http://www.law.arizona.edu/career/honorshandbook.cfm](http://www.law.arizona.edu/career/honorshandbook.cfm).** [Available at Career Center website; use ASU Interactive password]. Contains information on federal government post-graduate honors programs and summer internship programs.


This is the federal government’s official one-stop source for federal jobs (permanent and internships) and employment information. Searchable by position, salary, and geographic location. Updated every business day. Can create an “agent” to email particular kinds of opportunities as soon as they are posted. **Note: when searching for federal jobs, you should also check the agency site, as not every job makes it into USA JOBS.**

**National Association of Attorneys General (NAAG), www.naag.org**

The most comprehensive online site for the latest developments in the offices of the state Attorneys General throughout the country, including ground-breaking litigation, new appointments, and job opportunities.
Fedworld, http://fedworld.ntis.gov/
Contains job listings, both law-related and other, with the federal government. Run by the Dep’t of Commerce and links to USA Jobs.

Similar to OPM and Fedworld sites listed above, this site is notable because it contains links to state government web pages.

Roll Call Jobs, www.rcjobs.com
Features jobs in government affairs, lobbying and other positions with organizations that do lobbying and other work with the federal government.

OTHER STATE-SPECIFIC JOB SITES

California Employment Resources https://www.cwsl.edu/careerservices
California Western School of Law provides open web access to Related Links to California employment. View Career Center, then Related Web Links.

Chicago, http://www.chicagobar.org/careerservices
To help law school graduates search for a public sector career, the Chicago Bar Association Government Services Committee and the Young Lawyers Section of the Chicago Bar Association of Chicago have compiled the most current hiring information available on numerous government agencies in Chicago.

Minnesota, www.mnjustice.org
The site of the Minnesota Justice Foundation, this site lists Minnesota legal internships.

New York City, www.gothamgazette.com
Gotham Gazette Classifieds, an on-line listing of public service jobs in New York City, includes many law-related jobs.

New York City (government jobs), www.nyc.gov/portal/index.jsp

Washington Council of Lawyers
www.wclawyers.org
The Washington Council of Lawyers has compiled a listing of public interest organizations that have openings for paid or unpaid summer internships, where it is known positions are filled it is so indicated. The listing is posted on their website under “Publications” and entitled “2007 Registry of Summer Public Interest Opportunities.” A Job Bulletin is available in the Career Center Library.

SUBJECT-MATTER SPECIFIC

Elaw, www.elaw.org
Run by Environmental Law Alliance Worldwide, this site lists organizations worldwide that do environmental work.

National Fair Housing Advocate, www.fairhousing.com
Lists positions with organizations and governmental agencies dealing with fair housing issues.
Public Interest Clearinghouse

http://www.pic.org

Public Interest Clearinghouse has another excellent comprehensive listing of summer grant and fellowship resources for summer funding.

The PILI Summer Internship Program
Program for second-year law students applying for positions with Chicago-area public interest agencies. PILI Interns receive $4,500 for ten weeks of work at one of 21 PILI-affiliated agencies; each year dozens of law students from across the nation are selected for these Internship positions. Application information and an annotated list of PILI’s affiliated agencies can be found at the following website: http://www.pili-law.org

Western Resource Advocates
www.westernresources.org
Non-profit environmental law and policy organization dedicated to restoring and protecting the natural environment of the Rocky Mountain States. Offers summer internship program

University of Arizona Public Policy Handbook
Listing of domestic and international policy internships and fellowships. Access to the resource is available on your Symplicity homepage.
Appendix 5: Websites for International Job Searches

Included here are bulletin boards or compilations of listings related to international public interest. We have also listed some specific organizations or entities, although this is only a sample of the major organizations – there are many more out there!

GENERAL

ABA-Section of International Law, Human Rights Committee E-Brief
Contains organization profiles, job listings, and weekly human rights news. Students can sign up to receive the weekly newsletter and also view past issues. See past issues at mail.abanet.org/archives/inthumrights.html. Subscribe at www.abanet.org/abanet/common/email/listserv/listcommands.cfm?parm=subs.

American Society of International Law
Career resources for students are listed at http://www.asil.org/.

Association for Women’s Rights in Development (AWID)
Weekly listing of gender-related vacancies; often includes human rights jobs. www.awid.org/jobs/

Communication Initiative
Website designed to facilitate communication among development professionals (legal and non-legal). Vacancies are listed at https://www.comminit.com/node/add/content-vacancies.

DevNet Jobs
Job listings in the development field, including many related to human rights and humanitarian work. Membership is required to view some listings. Free newsletter. www.DevNetJobs.org

Foreign Policy Association
Website and also weekly jobs newsletter. http://www.fpa.org/

Human Rights Blog
http://www.hrc.org/blog

Human Rights Job Board
For a complete list, enter nothing and click on “search.” http://chrgj.org/opportunities/human-rights-opportunities-board/

Human Rights Jobs
Some jobs open to all, others are for members only. www.humanrightsjobs.com/

Human Rights Resource Center
Links to numerous job pages at NGOs and inter-governmental organizations. www.hrusa.org/field/joblinks.shtm

Idealist.org
Job listings in public service, including human rights positions throughout the world. If you enter your profile, Idealist will send you relevant listings. To sign up, fill out a profile at: www.idealist.org

One World
Similar to idealist.org. us.oneworld.net/section/us/jobs
PSJD
Can search organizations, jobs, fellowships and internships (paid and unpaid) throughout the world. Has better coverage of some countries than others. www.PSJD.org

ReliefWeb
Lots of field positions are advertised here for mostly humanitarian and some human rights jobs. http://www.reliefweb.int/

REGIONAL JOB LISTINGS
American Association of Teachers of Slavic and Eastern European Languages
Job index for people with Slavic language skills. aatseel.org/

Pambazuka News
Website and newsletter on social justice in Africa. pambazuka.org/en/category/jobs/

PAE-REACT
This is the contractor paid by the US State Department to select US citizens for seconded jobs with the Organization for Security and Cooperation in Europe. www.pae-react.com

INTER-GOVERNMENTAL ORGANIZATIONS
International Criminal Court, http://www.icc-cpi.int
Preference to citizens of States parties, so Americans beware!

International Criminal Tribunal for the former Yugoslavia
Theoretically the ICTY’s jobs are listed on the main UN site, but this is not always the case. www.un.org/icty/pratical-e/index.htm

United Nations
Check under “Human Rights”, “Legal”, and “Humanitarian Affairs.”
For information on the competitive exam, see http://careerfair.un.org/competitive-examinations

UN Development Program
Some rights-related jobs http://www.undp.org/
For information on UNDP Leadership Development Program see
http://www.undp.org/content/undp/en/home/operations/about_us.html

UN High Commissioner for Human Rights
Theoretically the High Commissioner’s vacancies are all listed on the UN site, but in reality there are often jobs here that are never posted to the main site. http://www.ohchr.org/

UN High Commissioner for Refugees
Information on external vacancies and international professional roster at
http://www.unhcr.org/admin/3ba1bdcb7.html

UNICEF
Some rights-related jobs. www.unicef.org/employ/current.htm

INTERNATIONAL NGOS
American Bar Association Rule of Law Programs
http://www.americanbar.org/advocacy/rule_of_law/about/opportunities.html

Center for International Environmental Law http://www.ciel.org/

Center for Reproductive Rights http://www.reproductiverights.org/

Global Rights http://globalrights.org/indexng.html

Human Rights First www.humanrightsfirst.org/about_us/about_us.htm

Human Rights Watch www.hrw.org/jobs/

International Center for Transitional Justice https://www.ictj.org/

International Committee of the Red Cross www.cicr.org

International Crisis Group www.crisisgroup.org/home/index.cfm?id=1152&l=1

International Rescue Committee www.theirc.org/jobs/index.html

Open Society Institute www.soros.org/about/careers

DOMESTIC ORGANIZATIONS (sometimes have opportunities in international law)


ACLU, https://www.aclu.org/

Center for Constitutional Rights, http://ccrjustice.org/
PSJD.org, the nation’s largest online career center for public service law jobs, is a NALP public service initiative. Formerly PSLawNet, the newly revamped PSJD is supported by over 200 law schools that give their law students and alumni free access to the site. Currently, there are over 200,000 registered job seekers from across the United States and Canada.

What does PSJD offer?

- More than 14,000 government, nonprofit and public interest employer profiles
- Over 1,300 active public interest legal job postings, including:
  - internships
  - postgraduate fellowships
  - full-time staff attorney positions ranging from entry- to executive-level
  - pro bono and volunteer opportunities
- A new Resource Center filled with career-building tools, including these helpful sections:
  - Our Career Central is filled with different information on public service jobs, resources, cover letter and resume tips, and networking advice;
  - The International Resources section contains guides on finding and funding international opportunities, preparing for a career with the UN and other international organizations, and more.
- The PSJD Blog (www.blog.psjd.org) has daily posts on public interest news and developments, featured jobs from our database and career tips and advice.

What are PSJD’s most popular resources?

- Our Postgraduate Fellowships section includes a continuously updated Application Deadline Calendar and background information on applying for fellowships.
- The Federal Government Career Resources page offers an extensive overview of hiring processes and application tips for law students and attorney pursuing federal government careers, including:
  - Free downloadable PDF version of PSJD’s 2012 - 2013 Federal Legal Employment Opportunities Guide
- PSJD’s Summer Public Interest Funding Resources page lists over 50 funding opportunities from organizations that offer summer stipends and/or paid placements with public interest employers across the country.

Having trouble or want to learn more about PSJD?
PSJD staff are available to help with any questions you may have, feel free to contact us at 202.296.0076 or psjd@nalp.org. The PSJD blog www.blog.psjd.org. PSJD on twitter @PSJDTweets. “Like” PSJD on Facebook!
Appendix 7- How to Find an International Internship

Advice for Students on Finding International Public Service Opportunities

With increasing frequency, students are seeking assistance in securing jobs both inside the US and abroad that have international components.

Helping these candidates is particularly challenging when they are interested in working for government and nonprofit organizations. These employers may offer only unpaid positions and hire sporadically, through an unstructured process.

This article provides advice on counseling techniques, job search strategies, and resources for assisting candidates seeking international public service positions, with an emphasis on academic year and summer opportunities.

Job Hunting in an International Arena

The search for an international position takes perseverance and organization and will require all of the research and networking skills a student can muster. To succeed a student must be patient, painstakingly follow every opportunity, and keep a positive frame of mind. Here are some tips to share with students -

- Learn everything you can about the customs, geography, etc. of the country or global region in which you are interested. You must be sensitive to the legal structure and to social and political norms. The Department of State (extrav.state.gov/travel) provides travel warnings, information about living abroad, visas, exchange rates, health precautions, etc. Use it as a starting point only and do broader research.
- Look for internships in countries where you might want to work after law school. If the position is unpaid, consider working for credit or find your own funding (including loans). Depending on the country, the cost of living may be very low and the organization may even be able to help with expenses such as housing. The international job market is very competitive - do not pass up a good opportunity because it is unpaid.
- Networking skills are particularly valuable in international law. Take advantage of every opportunity to make a contact and never lose track of the ones you make! Ask your Career Center office for referrals to alumni who might be helpful.
- Summer abroad programs featuring comparative legal systems and analysis will help you better understand the civil law system of countries where you might want to work after graduation.
- Departments of public information or reporting and analysis, although not primarily legal, will give you the chance to learn a lot, meet the people you need to meet, and perhaps move into some legal issues.

Preparing a Resume to Send Abroad

The format and standard resume categories will remain the same (such as contact information, education, experience, publications, activities, etc.). Modifications in some areas will be beneficial, however. This is also a time when the "one page" rule does not apply. International resumes can easily be two to four pages long.

- Dates should not be abbreviated (April 1, 2005, not 4/1/05).
- Spell out the name of states (Rhode Island, not RI). Do not use acronyms because they may not be understood (Bachelor of Arts, not BA).
- If you lived and studied in a country include this information under "Education."
- If you completed major research, or have focused your studies in a relevant area, also include this information under "Education." Include a list of courses.
- When referring to a teaching position, include both grade and age because school systems vary overseas (e.g., "Taught 7th grade English to students ages 12 to 13").
- Language skills are always important, so if you have them, include a section on languages ut not dialects, unless relevant). Do not overstate your abilities! Employers will rely on this information and your work could include interviewing clients in their native language. Indicate proficiency (bilingual, fluent, proficient, working knowledge, or basic) and type of skill (reading, conversational, written). Mention language certificates or degrees you may have.
• Include a section on travel, if you have traveled extensively. This will indicate your ease and familiarity with living abroad.

• Include conferences and seminars you may have attended that were specific to your chosen area of law or global region.

• Under "Experience," be sure to list relevant projects and countries of emphasis where appropriate (even if work was completed domestically).

In some countries, like Germany, employers may expect to receive a folder with your resume, copies of high school and university diplomas, letters of recommendation, and everything that proves your skills and experiences. Find out what is required.

**International Summer and LLM Programs**

Consider summer abroad programs and, while there, make contacts with international professors and organizations in the area. If there is a work or internship component, participate in it. If there are no internship opportunities, try to arrange something yourself to gain relevant work experience in the area. A list of summer abroad programs sponsored by ABA-accredited law schools is available at [www.abanet.org/legaled/studyabroad/foreign.html](http://www.abanet.org/legaled/studyabroad/foreign.html).

Many LLM programs have an international focus such as international economic law, environmental law, taxation, business and trade law, comparative law, or human rights. See [www.abanet.org/legaled/postjdpromgrams/postjdc.html](http://www.abanet.org/legaled/postjdpromgrams/postjdc.html) and also [www.LLM-Guide.com](http://www.LLM-Guide.com), which allows you to search for country-specific LLM programs around the world.

**International Public Services Opportunities in US Government**

Many government offices have a high concentration of international work and hire summer law clerks. Those offices include the Arms Control and Disarmament Agency, Central Intelligence Agency, Department of Defense, Department of Justice, Export-Import Bank of the United States, Overseas Private Investment Corporation, Peace Corps, US Agency for International Development, Department of State, Army Corps of Engineers, International Trade Commission, Trade and Development Agency, and Office of the US Trade Representative. Other departments and agencies will have international opportunities, though they are likely to be more limited.

Internships are available with Senators and House members, and interns may be assigned to assist Committees in their activities. Although some deal almost exclusively with international issues (e.g., Senate Committee on International Activities, Senate Standing Committee on Foreign Relations, Senate Select Committee on Intelligence, House Permanent Select Committee on Intelligence, and House Committee on International Relations), almost every Committee is involved with international issues at some time. For a list of Committees, see [www.senate.gov](http://www.senate.gov) and [www.house.gov](http://www.house.gov).

**International Public Service Opportunities in Courts, NGOs, Nonprofits, and Related Organizations**

The World Legal Information Institute website ([www.worldlii.org](http://www.worldlii.org)) contains a comprehensive database of international courts and tribunals, and country-specific legal information on a wide variety of topics including courts, governments, laws, law journals, and treaties. The Internet offers many opportunities to research other organizations related to foreign courts and rules of law, and *International Public Interest Law: A Guide to Opportunities in the United States and Abroad* (published by Harvard Law School's Office of Public Interest Advising) is another valuable resource.

International nonprofits and non-governmental organizations are best searched by region or subject area. and PSJD ([www.PSJD.org](http://www.PSJD.org)) is one of the best places to begin this process.

**General Resources**

Your law school career library contains a wealth of additional materials to help you with your international job search. The handout prepared for "Finding and Funding International Public Service Opportunities," presented at the 2004 NALP Annual Educational Conference, contains a comprehensive list of books and websites, along with general job search tips. A current version of this handout has now been made available in the "International Resources" section of the [www.ypsflawnet.org](http://www.ypsflawnet.org) website. (This is a public section of PSJD's site.) This article was excerpted from "Finding and Funding International Public Service Opportunities," presented at the 2004 NALP Annual Educational Conference by Robert Kaplan, William and Mary School of Law, Beth Kirch, University of Georgia School of Law, and Paula Nailon, University of Arizona James E. Rogers College of Law. Reprinted with permission from NALP.
Mock 1L Resume with substantial experience before law school

Christina Y. Ellington
110 Broadway., #2A
Tempe, AZ  85286
(480) 965-4324
cye475@gmail.com

EDUCATION
Sandra Day O'Connor College of Law, Arizona State University, Tempe, Arizona
Candidate for J.D., May 2009
Activities:  Battered Women’s Shelter, Pro Bono Student Intern
Arizona Justice Project, Member

Rice University, Houston, Texas
B.S. in Biology, May 2004
Thesis: The Symbolism of Wilderness in North America
Honors: Departmental Award for Excellence in biology
Activities: Young Biologists Club
Student Council Senator

EXPERIENCE
N.Y. CASA Unit, New York, New York
Court Appointed Special Advocate, August 2005 – August 2006
Monitored the relationship between pre-adolescent sisters and their foster mother through home visits and telephone conversations. Wrote status reports and attended permanency-paneling hearings in order to communicate the needs of the children to the Court and offer recommendations.

Office of the Appellate Defender, New York, New York
Legal Assistant, Appeals Division, August 2004 – July 2005
Conducted research on a variety of issues, including the efficacy of the Battered Wife Syndrome defense under New York law and the exclusion of DNA evidence. Cite-checked and proof read briefs.

Museum of Natural History, Anchorage, Alaska
Assistant Curator and Docent, May – August 2003
Contributed to the collection and presentation of a new exhibit tracing the development of the arts and crafts in the Inuit culture and the influence of Inuit culture on Alaskan folk art. Successfully pursued private funding for this important new exhibit.

ADDITIONAL INFORMATION
Mock 1L Resume with less experience before law school

Paul Gomez
140 14th Street, #1228
Pheonix,AZ 85247
(602) 345-6789
pg983@gmail.com

EDUCATION
Sandra Day O’Connor College of Law, Arizona State University, Tempe, AZ
Candidate for J.D., May 2009
Activities: Chicano Latino Law Students Association (C/LLSA)
Sports and Entertainment Law Student Association

Brown University, Providence, Rhode Island
A.B. in political science, magna cum laude, May 2005
Honors: Brown University Honors Program
Activities: All-University Conference on Entrepreneurship, Chairperson
High School Tutoring Program, Spanish Tutor

EXPERIENCE
Volunteer Income Tax Assistance (VITA), ASU College of Law, Tempe, AZ
Pro-Bono, October 2006 – Present
Assist members of the low income community and students, especially international students, to prepare their tax returns.

MK Communications, Inc., Chicago, Illinois
Account Executive, June 2005 – August 2006
Worked closely with government and non-profit leaders in community development and affordable housing for this boutique public relations and consulting firm. Wrote and edited press releases, brochures, and fundraising materials for a variety of clients. Developed and maintained contact with members of the media to encourage story placement.

Brown University, Providence, Rhode Island
Teaching Assistant, Political Science department, September 2004- May 2005
Prepared and presented lectures in Introduction to Politics for class of 20 students. Worked individually with political science majors to develop original research topics; performed review and critique of proposals, outlines and draft of senior thesis projects.

Office Depot, Chicago, Illinois
Assistant Manager, Summer 2004
Customer Service Representative, Summers 2001-2003

ADDITIONAL INFORMATION
Fluent in Spanish. Enjoy bicycling and running. Other experience includes an enumerator for the United States Census Bureau and a vendor at Wrigley Field.
Dear Ms. Buechner,

I am a first-year student at Sandra Day O’Connor College of Law at Arizona State University and am writing to express my interest in a summer internship at Legal Services for Children. I am especially committed to advocating on behalf of children, whose interests, my experience has taught me, are all too often overlooked. It would be a privilege to join in your organization’s work.

I believe my experience in law school and prior to it would be valuable to Legal Services for Children. For example, I’ve gained skills in legal research and writing not only through my first year Legal Methods course, but also in my work as a Legal Assistant at the Office of the Appellate Defender before law school.

In addition, I have experience working with a variety of clients. After college, I spent a year as a Court Appointed Special Advocate with the N.Y. CASA Unit. Here, I monitored the relationship between sisters and their foster mother. My skills in working with clients, coupled with my ability to think and write analytically and work effectively in a team environment, would enable me to make substantial contributions as an intern at Legal Services for Children.

I have enclosed my resume for your review and would welcome the opportunity to discuss internship opportunities with you. Should you wish, I would be happy to send a writing sample, references, and/or a copy of my first semester grades.

Thank you for your consideration.

Sincerely,

Christina Y. Ellington

Enclosure
January 13, 2007

Louis Rodriguez
Staff Attorney
San Diego Public Defenders
233 A Street, Suite 800
San Diego, California 92101

Dear Mr. Rodriguez:

I am a first year student at Sandra Day O’Connor College of Law at Arizona State University and I am extremely interested in a summer internship with the San Diego Public Defenders. I am especially interested in providing legal assistance to those unable to afford it and your office is noted to be one of the nation’s finest in that regard.

I believe that I have the skills and knowledge to be a successful intern at your office. I developed considerable skills in critical thinking, research, and writing, through my work experience, my first year of law school, and my strong undergraduate education at Brown University. Moreover, through my work as a Student Pro-Bono Intern for the Volunteer Income Tax Assistance Project I have gained experience in interviewing and assisting low-income complete their tax returns.

My previous employment at MK Communications, where I worked with government officials, non-profit leaders in community development, and members of the media, gave me experience in dealing with a wide range of people. Furthermore, as Chairperson of the All-University Conference on Entrepreneurship, I developed a strong ability to multitask as I worked to coordinate events and people. I am fluent in Spanish and believe that this coupled with my commitment to public service, strong background in organization, and rigorous law school education has provided me with the necessary skills to be an asset to your office.

I have enclosed my resume, writing sample, and the names of three references for your review. Should you wish to schedule an interview, or if I can provide you with any other information, please contact me at (602) 443-3547 or pg983@gmail.com. Thank you very much for your time and attention.

Sincerely,

Paul Gomez

Enclosure
JAMES FRANCIS  
1533 E. Southern Ave. Apt #113 • Tempe, AZ 85282 • (480) 602-2059 • jfrancis@gmail.com

EDUCATION

SANDRA DAY O'CONNOR COLLEGE OF LAW, ARIZONA STATE UNIVERSITY, TEMPE, AZ  
Candidate for J.D., May 2009  
Activities: Homeless Legal Assistance Project

EMORY UNIVERSITY, Atlanta, Georgia  
B.A. in Philosophy, summa cum laude, May 2005  
Honors Thesis: Living in Discontent: Employing the Foucaultian Toolbox in a Modern American Context  
Honors: Phi Beta Kappa  
Activities: Emory Living Wage Campaign, Founding Member  
Students Against Violence, Founder and President  
Empty the Shelters, Co-President

EXPERIENCE

Capital Habeas Unit (CHU), Office of the Federal Public Defender, Phoenix, AZ  
Legal Intern, Spring 2008  
Assist attorneys on capital cases that are in various stages of the postconviction process. Participate in a weekly seminar exploring strategic issues that defense lawyers confront in capital litigation, focusing largely on a trial simulation exercise, including jury voir dire, case theory preparation, and cross examination of a psychiatrist who has served as a defense expert at capital sentencing and post-conviction hearings.

CLINICAL PROGRAM, ASU COLLEGE OF LAW, TEMPE, AZ  
Student Attorney, Fall 2007  
Represent indigent clients seeking unemployment benefits with the Department of Labor. Conduct client meetings, perform legal research, and develop and implement case strategy. Appear on clients’ behalf in hearings before administrative law judges, conducting direct and cross examination of witnesses and presenting closing statements.

JAFFE, STRICKLAND & DRENNAN, P.C., PHOENIX, AZ  
Legal Intern, Summer 2007  
Served as the primary law clerk in preparation for a capital trial. Drafted and edited the final version of a motion alleging Brady and Rule 16 violations. Performed extensive legal research and wrote memoranda on a variety of criminal law matters, including evidentiary, statutory and constitutional issues. Worked closely and actively participated in strategy sessions with experienced criminal defense attorneys.

LEGAL AID SOCIETY OF BIRMINGHAM, Birmingham, Alabama  
Summer Intern, Summer 2005  
Observed and assisted attorneys in various courts, including Municipal Court, City Jail, and Family Court. Conducted research for cases and some appeals. Assisted the director in administrative matters.
2L APPLICATION TO PUBLIC DEFENDER

JAMES FRANCIS
1533 E. Southern Ave. Apt #113 • Tempe, AZ 85282 • (480) 602-2059 • jfrancis@gmail.com

September 23, 2006

Teresa Roberson, Esq.
The Defender Association
810 Third Avenue, Suite 800
Seattle, Washington 98104

Dear Ms. Roberson:

I am a second year student at the Sandra Day O'Connor College of Law at Arizona State University, and I am extremely interested in interning at The Defender Association next summer. My career goal is to become a capital litigator, and I believe that my academic work and legal experience will allow me to make a positive contribution to TDA this summer.

I am from Alabama and before attending law school I had never lived outside of the Deep South. While interning at the Legal Aid Society of Birmingham the summer before law school, I saw first-hand the blatant manifestations of race and class discrimination that still exist in the criminal justice system. In response, I resolved to devote my legal career to confronting the crucial nexus of race, class and state power that lies at the heart of our criminal justice system.

During my time at ASU, I have pursued classes and work experience that will prepare me for work in criminal defense. Last summer, I worked for the defense team in a capital trial, where I developed strong legal research and writing skills, culminating in my drafting a portion of a motion asserting Brady and Rule 16 violations. My participation in the Capital Habeas Unit of the Office of the Federal Public Defender this year is providing me with exceptional training in how to develop and implement investigative, trial and appellate strategies.

I have enclosed my resume, transcript and a legal writing sample for your consideration. If I can provide you with any additional information or should you wish to talk to me about my credentials in greater detail, please do not hesitate to contact me at the phone number or email address listed above. I look forward to hearing from you.

Sincerely,

James Francis
September 21, 2006

Kathy Coates  
Law Student Intern Program  
Lawyers’ Committee for Civil Rights  
1401 New York Avenue, NW, Suite 400  
Washington, DC 20005

Dear Ms. Coates:

I am a second year student at Sandra Day O’Connor College of Law, and I am extremely interested in working as a summer intern at the Lawyers’ Committee for Civil Rights. I possess a strong academic background, significant professional experience, and a keen interest in civil rights and impact litigation that would enable me to contribute to the work of the Lawyer’s Committee.

I graduated from the University of Wisconsin, where I majored in computer science. After two years in software development I decided to enter the law profession in order to use my skills and talents to work for social justice. Last semester I interned at the Center for Constitutional Rights, where I researched post-9/11 legislation and helped legal challenges to various provisions of the Patriot Act. My summer experience at the U.S. Attorney’s Office increased my knowledge of criminal work and litigation in general. It also demonstrated to me the tremendous power that the federal government wields over the lives of individuals. I have interests in a wide range of areas: civil rights, criminal justice, employment law, post-9/11 threats to civil liberties, and voting rights. I would like to work in Washington to gain policy advocacy experience and I would value a job in your organization working in any of these areas.

I have enclosed my resume, transcript, and a legal writing sample for your consideration. I would welcome the opportunity to meet with you to discuss my credentials in person. I will be attending the Equal Justice Works Career Fair in late October, but feel free to contact me before then. If I can provide you with any additional information, please contact me at the telephone number or e-mail address listed above.

Thank you very much for your consideration.

Very truly yours,

Rachel Goodman
Dear Mr. Rodriguez:

As you know, I am a third year student at Sandra Day O’Connor College of Law and I am writing to express my interest in a Deputy Public Defender position with the Offices of the Los Angeles County Public Defender. Given my long-standing interest and varied experiences in indigent criminal defense, I believe that I would be able to make significant contributions to the Public Defender’s vigorous representation of clients.

Through my internships and law school clinics, I have developed an extensive range of lawyering skills, from client communication and trial advocacy to research and writing. My summer experience at your offices exposed me to the issues indigent clients face when initially confronted with the criminal justice system and developed my client communication and relationship-building skills. It also taught me to think quickly and perform strategically in zealously advocating for clients. This year, one of my projects in the Immigration Clinic is a partnership with the Florence Immigrant Defense Project, where I am expanding my research and writing skills by drafting an amicus brief on a criminal-immigration issue. My other Clinic project allows me to develop my trial advocacy skills by representing an immigrant domestic worker and advocate for her wage and hour claims in federal court.

I am passionate about defending indigent and disenfranchised clients by ensuring that their rights are asserted. Working in criminal defense organizations with inspiring practitioners, such as those in your offices, has fueled my desire to continue contributing my energy and skills in this effort. It would be an honor for me to join your ranks as a public defender.

Enclosed are my resume and writing sample. My former supervisors at your office – John Doe and Mary Smith – are available to speak with you regarding my qualifications. I welcome the opportunity to meet with you and I am available at your earliest convenience. Should you need further information, please do not hesitate to contact me by phone or at the e-mail address noted above.

Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,

Alice Lee
Dear Ms. Romano:

I am a third year student at Sandra Day O'Connor College of Law and I am writing to express my interest in a position as a staff attorney with the Criminal Defense Division of the Maricopa Legal Defender. Given my long standing interest and varied experiences in public interest criminal law, I think that I would be well suited to work in the Legal Defender’s Criminal Defense Division.

Throughout my law school career, I have gained experience in all aspects of indigent criminal defense, including arraignments, investigations, motion practice and trials. As the enclosed copy of my resume indicates, I worked at Maricopa County Legal Defender my 1L summer, where I gained confidence in interviewing and relationship-building with clients. Additionally, I became very comfortable in the courtroom. I further honed my skills during a year-long criminal defense clinic where I had the opportunity to work intensively on several cases. My experience in public defense has been uniquely fulfilling and made me certain that I would pursue this work after law school.

This past summer, for financial reasons, I worked as a summer associate for Quarles & Brady. There I was given the opportunity to spend much of my time on pro bono work. I strengthened my research and writing skills tremendously and co-authored an article that was published in the Arizona State Law Journal. While I was fortunate to receive an offer to work in the firm’s litigation group, my heart has always been in public interest work. My summer in the private sector only made me more eager to begin my public interest career.

Enclosed for your review are my resume, writing sample, references, and responses to the Applicant Questionnaire. I welcome the opportunity to meet with you to discuss my qualifications in greater detail. I am available at your earliest convenience. Should you wish to schedule an interview, please contact me at (602) 666-5696.

Thank you very much for your consideration. I look forward to hearing from you.

Very truly yours,

John Lendman

Enc.
Dear Mr. Black:

I am a third year law student at Sandra Day O’Connor College of Law at Arizona State University and I am interested in being considered for an entry-level position at any of your offices. I will be graduating in May 2007 and plan to take the July Ohio Bar exam. One of your staff attorneys, Lisa Smith, who also graduated from ASU College of Law, suggested that I write to you. I believe that my broad range of advocacy skills and substantial expertise in poverty law will enable me to contribute to the work of your office.

I grew up in an immigrant family where my father has a chronic illness and my mother is a survivor of cancer. The many challenges we faced as a low-income family struggling with health care issues and debt have made me a passionate and tireless advocate for those who find themselves in similar situations.

During law school I’ve gained experience in direct advocacy for low-income clients, from client interviewing to negotiation to administrative hearings. While interning at Legal Aid, I successfully advocated on behalf of an uninsured domestic worker with over twenty thousand dollars worth of hospital bills to have the hospital reduce her payments. I also successfully represented individual clients at administrative hearings, including a very complex case involving a managed long term care plan. This year in the ASU College of Law Immigration Clinic, I am applying for a discretionary waive on behalf of a client in removal proceedings. I am representing him at his hearing before an immigration judge, briefing a complicated issue of law, and preparing testimony and oral arguments.

I’ve also developed substantial research and writing skills that will enable me to quickly produce the motions and briefs that are needed in a fast-paced legal aid office. For example, during my first summer of law school at Planned Parenthood, I researched and wrote educational materials pertaining to emergency contraception, and at Legal Aid I helped write a Title VI discrimination complaint based on the lack of interpreter services at local hospitals.

I am eager to contribute my knowledge, skills, and experience to the work of your office. I look forward to hearing from you and have included my resume and references as well as a writing sample.

Sincerely,

Fernando Hernandez

Enc.