1L Public Interest Job Search Handbook

The Ohio State University
Moritz College of Law
55 W. 12th Avenue
Columbus, OH 43210
614-292-0087

This handbook is based on a publication of the Public Interest Law Center of New York University School of Law. Many thanks to NYU.

Excerpt from “To Be of Use,” By Marge Piercy

The work of the world is common as mud.
Botched, it smears the hands, crumbles to dust.
But the thing worth doing well done
has a shape that satisfies, clean and evident.
Greek amphoras for wine or oil,
Hopi vases that held corn, are put in museums
but you know they were made to be used.
The pitcher cries for water to carry
and a person for work that is real.

“The law is not an end in itself, nor does it provide ends. It is predominantly a means to serve what is right.” William Brennan, Jr.

©New York University School of Law Revised 11/12
# 1L Public Interest Job Search Handbook

## TABLE OF CONTENTS

### A. FREQUENTLY ASKED QUESTIONS

1. Introduction to the World of Public Service Law
2. Public Interest Employers: What are they? Government; Prosecutors; Public Defenders; Direct Services; Law Reform/Policy; International; Public Interest Law Firms
3. The 1L Job Search and Summer Funding
4. Application Tips: Resume, Cover Letters, Interviews, and Offers
5. Looking Beyond First Year - Planning a Public Interest Career

### B. WHERE TO FIND PUBLIC INTEREST INTERNSHIPS

1. Job Resources—PSJD and more
2. On Campus Interviewing - OCI
3. Midwest Public Interest Law Career Conference

### APPENDICES

1. Career Counselor Biographies
2. Timeline for Planning a Public Interest Career
3. Library Resources
4. Websites for Domestic Job Searches
5. Websites for International Job Searches
6. How to Create Your Own Organization List Using PSJD
7. How to Choose an International Internship—
8. Sample Resumes and Cover Letters
A. FREQUENTLY ASKED QUESTIONS

1. Introduction to the World of Public Service Law

What is the Career Services Office (CSO) 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 this end, the College of Law has many opportunities to gain practical legal experience and to engage in pro bono legal and mediation work. Our many clinics provide students the chance to meet with clients, take a case from beginning to end and work under the tutelage of wonderful faculty members on a variety of legal issues. We formally recognize graduates who have completed at least 50 hours of pro bono work in their time at Moritz through the Public Service Fellows Program. Regularly, our graduating classes have contributed over 12,000 hours of pro bono service during their tenure. We have a loan repayment program which helps graduates who choose to a career in the public interest. Cybele Smith, our Director of Public Service and Public Interest Programs will help you plot out a summer position, or a post-graduate fellowship or career if you wish. We are here to help and support your personal job search goals.

This 1L Public Interest Job Search Handbook is a guide to searching for your first summer internship and planning a public service career. There are also Handbooks for the 2L and 3L year. Additionally, a wide range of job search information and materials is available at http://moritzlaw.osu.edu/careerservices-guides/careers/public/index.php, in our office, and in the Moritz Law Library. Finally, we urge you to register for a password and begin using the resources of the Public Service Jobs Directory (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 during my 1L summer?

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 1L summer 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 1L 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.

What educational programs does Moritz sponsor that can teach me about public interest careers?
The Pro Bono Research Group (PBRG) sponsors the Woodside Speaker Series each spring at Moritz. Topics of the day long program typically revolve around poverty law, trends in legal services and specialties within the public interest areas of law. Moritz law students are invited to sign up for the Mentoring and More @ Moritz program which matches students and practitioners with similar interests. Student groups such as PILF, PBRG and Advocates for Children (AFC) also sponsor brown bag lunches throughout the school year that 1Ls are invited to attend.

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 of these handbooks 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). In New York City, the Criminal Defense Division (CDD) of the Legal Aid Society is the main provider of criminal representation for indigent defendants.

**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. As a general rule, law reform organizations in New York City focus on litigation as a primary strategy while those in D.C. focus on legislative advocacy.

**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.

3. **The 1L Job Search and Summer Funding**

**What sources of funding exist for internships?**

If you intend to do public interest work after your first year at Moritz, you are highly encouraged to get involved with our Public Interest Law Foundation (PILF), a very well run student organization that supports public interest minded students and financially supports students at underfunded or unpaid public interest positions in summer. PILF raises funds and consciousness on issues in poverty law and takes applications from students and grants fellowship funds to those students who have been involved, and meet certain criteria. All PILF funds are donated or raised at the annual PILF Auction, typically held in March. For those students who choose to work on Child Law issues, the Advocates for Children (AFC) sometimes takes applications and grants funds to students engaged in juvenile justice summer jobs.

PSJD maintains a comprehensive list of funding sources in “Summer Funding Sources” at [www.psjd.org](http://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 online at: [www.peggymbrowningfund.org](http://www.peggymbrowningfund.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. 1Ls at Moritz are allowed and encouraged to attend the Equal Justice Works Career Conference in October each year. The conference is generally held in Washington D.C. and 1Ls are able to interact with a variety of public interest employers, conduct informational interviews and get contact info from organizations so that they can send application materials on December 1. 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 as you search, and as you work with your assigned counselor in the CSO.
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. Older copies of The Guide should be available in the CSO and in the Moritz Law Library. Simply perusing the PSJD.org site will be tremendously useful as well.

How can I find public interest organizations that offer internships?

The most comprehensive resource is an on-line one: the Public Service Jobs Directory (PSJD), the global public interest job search database of 13,000 domestic and international organizations, government agencies, and public interest law firms, at 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 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 you may email your career services counselor. Remember, NALP guidelines state we may begin meeting with 1Ls no sooner than November 1 each year. Biographies of the career counselors can be found on the MoritzLaw website.
Before your counseling session, we suggest 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 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, or other 1L CSO meetings.
4) Prepare a draft of your resume, using examples in this handbook, 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 working toward Ohio in-state residency, our Washington DC summer program and our Oxford program might provide that benefit, while you work or learn outside Ohio. Please speak to Marc Nawrocki or others in the Moritz Financial Aid office to make sure your plans will accomplish your goals.

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, and to possibly
be added to list serves which share valuable information and may contain otherwise unposted positions.

Moritz students may join the Ohio State Bar Association for free while they are students. Members have access to practice area sections, service sections and the publication of the OSBA, including a Membership Directory online. For information, go to: www.ohiobar.org

Locally, the Columbus Bar Association has approximately 4500 members and a number of active practice sections such as the real estate law section, family law, elder law and the like. Student members receive emails, printed publications, and can be listed as associate members in the annual membership directory. Student members are also encouraged to attend section meetings that interest them, typically held during the academic year, at noon, downtown at the CBA offices. For information on membership, please go to: www.cbalaw.org. You will need a member’s signature to join. Cybele Smith can sign for you.

**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 your 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.

You should have or will soon receive information put together by the Moritz CSO containing resume and cover letter samples, and we will help you market yourself appropriately to all employers.

**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 7.

**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 with outside agencies
- 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.” 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 semi-colons 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. Please ask a counselor to review if you would like!
- 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 workshop, and also to discuss questions you may have about interviewing when you meet with a counselor. Cybele may be able to set up a mock interview with a local public interest practitioner or former fellow if enough advance notice is given.

**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 Law Placement, 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, the pay can support 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.

**How does our Loan Repayment Assistance Plan (LRAP) work?**

The Moritz Loan Repayment Assistance Program (LRAP) is designed to help reduce the financial barriers that sometimes prevent Moritz graduates from accepting positions with government or legal services employers - employers whose needs for quality legal professionals often go unmet.

The program supports the college's commitment to students committed to provide affordable legal assistance to those who might not otherwise be able to afford it. Graduates must take qualifying full-time employment by March 15 of the year after graduation, have had at least $4000 in law school loans, and complete the application materials. For all the details on the current program, please go to: [http://moritzlaw.osu.edu/careerservices.guides/careers/public/lrap.php](http://moritzlaw.osu.edu/careerservices.guides/careers/public/lrap.php)

**Should I consider a term-time internship?**

A term-time internship can be a good way to try out a new subject area, develop a new skill, or earn some extra money if you have the time given other commitments. Under the NALP Guidelines, first year law students may not work, but you may be able to volunteer, or find a paying position over breaks.

**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. Under the current LRAP program at Moritz, graduates must accept a public interest position immediately after graduation and the loan will be forgiven after one full year at the qualifying organization. Students choosing to go to a private sector employer will not be eligible for LRAP as it currently is administered.

**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 “road map” for public interest students to follow, Appendix 2 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.
B. WHERE TO FIND PUBLIC INTEREST INTERNSHIPS

1. Job Resources - PSJD and More

PSJD—Public Service Jobs Directory
The most comprehensive resource is an on-line one: the Public Service Jobs Directory (PSJD), a database of 13,000 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 I addresses domestic law; Volume II addresses international. It is out of print, but older copies are available in the CSO.

Other Resources
The best websites for domestic and international public interest jobs are described in Appendices 4 and 5. Also, see Appendix 3 for Library Resources.

Resources for Government Jobs
- 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 at: www.law.arizona.edu/career/honorshandbook.cfm. User name: ranger, password: cookies
- 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 ww.nalp.org/jobseekers/fedempl.pdf.
- 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 job openings in Ohio can be found at: ohiomeansjobs.com. A handful of 1L summer and permanent positions can be found in most state agencies through this resource.
2. **On Campus Interviewing--OCI**

Typically a handful of government employers participate in our Fall and Spring On Campus recruitment programs. Most notably, the Ohio Attorney General’s Office will recruit 2L and 3L students for summer and permanent positions in the fall and accept 1L resumes for summer employment as of December 1.

3. **Career Fairs**

In the past few years, Moritz has expanded our interview programs to include numerous off-campus opportunities for students wishing to find summer or permanent positions outside Ohio. Our Chicago, New York and Washington D.C. programs include public sector employers such as the NYC District Attorney’s Office, NYC Law Department, Cook County State’s Attorney’s Office, City of Chicago Department of Law, U.S. Securities and Exchange Commission, U.S. Department of Transportation, U.S. Nuclear Regulatory Commission, U.S. Federal Trade Commission and more.

As a Leader level member school with **Equal Justice Works**, Moritz students can attend the annual EJW Career Conference in Washington D.C. each fall. 1Ls can attend the Table Talk and informational sessions.

Each February, Moritz students are invited to attend the **Midwest Public Interest Law Career Conference** in Chicago. This conference brings together a variety of Midwest based employers seeking summer and permanent employees in the public sector. Typically invited organizations include government agencies, direct legal service providers, and policy organizations. You must register in advance (Typically in early December) with Cybele Smith,302@osu.edu in order to attend.
Appendix 1:

Appendix 2: 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.
- Become involved with PILF if you intend to apply for PILF summer funding.
- Attend the EJW and MPIF Career Conferences. If you have a job, network with employers at Table Talk.
- Network and conduct informational interviews with public interest students and alums.

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 Moritz Opportunity Forum.
- Attend meeting to prepare for summer internship.
- Apply for PILF fellowship by posted deadline.

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.
• Get to know the client base and their particular needs.
• 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.
• Research a variety of funding sources.

Spring
• Finalize 2L summer plans.
• Apply for PILF funding by posted deadline.

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. Research if organizations will make pre-commitment to unbarred students, or if you must have passed the state bar in order to receive a permanent offer of employment.

Spring/Summer
- Apply for fellowships with spring deadlines.
- Apply for non-fellowship jobs that post announcements in spring and summer.
Appendix 3: Moritz Law Library Resources

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
UN Directory of Non-Governmental Organization Associated with the Department of Public Information

Fellowships
Public Interest Fellowships, Yale Law School (Available in CSO)

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

Public Interest Law Firms
AFL-CIO Directory of Lawyers’ Coordinating Committee
National Employment Lawyers Association Membership Directory and Guide to Member Services

Subject-specific guides
Guide to Internships and Fellowships in Reproductive Rights 2006-07, Law Students for Choice
Appendix 4: Websites for Domestic Job Searches

General Online resources are available at:  http://moritzlaw.osu.edu/careerservices/jobs/useful_links.php

**GENERAL**

**PSJD, [www.psjd.org](http://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.idealist.org](http://www.idealist.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](http://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](http://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**


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](http://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, [www.fedworld.gov](http://www.fedworld.gov)**
Contains job listings, both law-related and other, with the federal government. Run by the Department of Commerce and links to USA Jobs.

**Federal Jobs Search Page, [www.hrsjobs.com](http://www.hrsjobs.com)**
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](http://www.rcjobs.com)**
Features jobs in government affairs, lobbying and other positions with organizations that do lobbying and other work with the federal government.
LOCATION-SPECIFIC JOB SITES
For information on all states:  http://moritzlaw.osu.edu/careerservices/jobs/useful_links.php

Ohio,
www.ohiobar.org  Ohio State Bar Association. Weekly publication includes legal job openings from around Ohio.
www.ohio.gov:  Includes job postings from every Ohio state agency, searchable by county or agency.
www.sconet.state.oh.us/:  Supreme Court of Ohio, repository for many court-related and mediation positions from across Ohio and provides a guide to Ohio Appellate Courts.
www.ohiolegalservices.org/OSLSA/PublicWeb: Provides information on services, jurisdiction, volunteer and paid opportunities in Ohio.
www.olaf.org/probonoresources/index.shtml:  Provides information on funding, and pro bono opportunities throughout Ohio.

Chicago,  http://www.chicagobar.org/careerresources/
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

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.
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**

**American Society of International Law**
Career resources for students are listed at [http://www.asil.org/careers/careerwebsites.html](http://www.asil.org/careers/careerwebsites.html).

**Association for Women’s Rights in Development (AWID)**

**Communication Initiative**
Website designed to facilitate communication among development professionals (legal and non-legal). Vacancies are listed at [http://www.comminit.com/vacancies.html](http://www.comminit.com/vacancies.html).

**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](http://www.DevNetJobs.org)

**Foreign Policy Association**
Website and also weekly jobs newsletter. [http://www.fpa.org/jobs_contact2423/jobs_contact.htm](http://www.fpa.org/jobs_contact2423/jobs_contact.htm)


**Human Rights Job Board**
For a complete list, enter nothing and click on “search.” [http://www.hri.ca/jobboard/](http://www.hri.ca/jobboard/)

**Human Rights Jobs**
Some jobs open to all, others are for members only. [http://www.humanrightsjobs.com/](http://www.humanrightsjobs.com/)

**Human Rights Resource Center**
Links to numerous job pages at NGOs and inter-governmental organizations. [http://www.hrusa.org/field/joblinks.shtm](http://www.hrusa.org/field/joblinks.shtm)

**Human Rights Tools**
This website has a variety of tools for human rights professionals. Job listings can be found at [http://jobs.humanrightstools.org/](http://jobs.humanrightstools.org/).

**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: [http://www.idealist.org/en/ip/idealist/MyIdealist/Register/default?SID=7264eb90e386d68fd1d1645d9de4f63c](http://www.idealist.org/en/ip/idealist/MyIdealist/Register/default?SID=7264eb90e386d68fd1d1645d9de4f63c)
One World
Similar to idealist.org.  http://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/vacancies/

REGIONAL JOB LISTINGS

American Association of Teachers of Slavic and Eastern European Languages

Pambazuka News
Website and newsletter on social justice in Africa. http://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

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. http://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://www.un.org/Depts/OHRM/examin/exam.htm.

UN Development Program
Some rights-related jobs http://www.undp.org/jobs/
For information on UNDP Leadership Development Program see http://www.undp.org/lead/.

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/english/about/vacancies/index.htm

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

UNICEF
INTERNATIONAL NGOS
American Bar Association Rule of Law Programs http://www.abanet.org/ceeli/program/staffpositions.html


Center for Reproductive Rights, http://www.crlp.org/ab_employment.html#lc

Global Rights http://www.globalrights.org/site/PageServer?page=wwcd_index_44

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

Human Rights Watch http://www.hrw.org/jobs/


International Committee of the Red Cross www.cicr.org

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

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

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

DOMESTIC ORGANIZATIONS (sometimes have opportunities in international law)

ACLU, http://www.aclu.org/jobs/jobsmain.cfm

Appendix 6: How to Create Your Own Organization List Using PSJD

For a complete list of organizations involved in your area of interest, go to www.psjd.org and follow the instructions below.

www.Psjd.org

How to Create Your Own Organization List Using PSJD

1. Go to PSJD’s Web Site and register as a student/alumni. One-time registration is required to have access to PSJD. Register or edit your existing profile.
2. Once you have registered, click on Search Database button.
3. Enter your Log-in Name and Password.
4. Click on the Log-in Now Button.
5. Click on Search Organizations Button.
6. At the next stage, designate an Organization Type: Government, Judge/Judiciary, Law Firm, Non-profit (Legal Aid/Advocacy), or Non-profit (Cultural/Education).
7. Next, select one or more of the 49 particular Practice Areas.
8. You also have the option of selecting a particular Geographic Area.
9. Click on the Perform Search Button.
10. PSJD will then generate a list of all the organizations that match your query, and will provide you with the following information: Name, Location, Address, Phone, Fax, E-Mail, Website, Organization Type, Organization Description.
11. Then simply hit the Print function and print an entire specialty list for you to use.
Appendix 7--How to Choose an International Internship

This Appendix yet to be written.
Appendix 8: Sample Public Interest Resumes and Cover Letters

Mock 1L Resume with substantial experience before law school

Christina Y. Ellington
110 Bleecker Street, #2A
New York, NY 10012
(212) 444-4324
cye475@gmail.com

EDUCATION
Sojourner Truth Law School, New York, New York
Candidate for J.D., May 2009
Activities: Battered Women’s Project, Student Advocate
Law Students Against the Death Penalty, 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 East 14th Street, #1228
New York, NY 10003
(212) 345-6789
pg983@gmail.com

EDUCATION
Sojourner Truth Law School, New York, New York
Candidate for J.D., May 2009
Activities: Latino American Law Students Association
Student Lawyers’ Athletic Program Touch Football League

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
Unemployment Action Center, Sojourner Truth Law School, New York, New York
Student Advocate, October 2006 – Present
Represent individuals in unemployment hearings before administrative law judge.

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.
Jane Buechner, Esq.
Legal Services for Children
40 W. 43rd Street
New York, NY 10036

Dear Ms. Buechner:

I am a first-year student at Sojourner Truth Law School 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 Lawyering 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
Paul Gomez  
140 East 14th Street, #1228  
New York, NY 10003  
pg983@gmail.com

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 Sojourner Truth Law School 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 Advocate at The Unemployment Action Center I have gained experience in representing clients in unemployment hearings.

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 (212) 443-3547 or pg983@gmail.com. Thank you very much for your time and attention.

Sincerely,

Paul Gomez

Enclosure