2L Public Interest
Job Search
Handbook

The Ohio State University
Moritz College of Law
55 W. 12th Avenue
Columbus, OH 43210
614-292-0087
smith.302@osu.edu

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“There can be no equal justice where the kind of trial a man gets depends on the amount of money he has.” —Justice Sandra Day O’Connor

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2L Public Interest Job Search Handbook

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A. Frequently Asked Questions

Introduction

As you embark on the search for your second summer public interest job, you should realize that as a second-year student, many more options are open to you than as a 1L. Thus, you should strategize about how this job will deepen your skills or explore new possibilities. You may wonder how the job you take after your second summer might affect your post-graduate job search or how to split your summer between the private and public sectors. Our hope is that this handbook will answer some of your questions. If you have further questions, we encourage you to make an appointment for an individualized counseling session.

1. Summer Funding and Timing

What sources of funding exist for 2L students?

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) also takes applications and grants funds to students engaged in juvenile justice summer jobs.

PSLawNet maintains a comprehensive list of funding sources in “Summer Funding Sources” at www.pslawnet.org. Moreover, certain government employers, such as the U.S. Department of Justice and the New York City Law Department the pay their second summer students.

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 available at www.peggybrowningfund.org.

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 Public Service Opportunity Forum 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 www.usdoj.gov/usao/nys for deadline of the U.S. Attorneys in
SDNY. 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 EJW Career Fair in October (details in Section B). However, many public interest employers do not attend OCI or EJW; in that case, you should just apply to them directly.

Information about internships can be found by doing an “opportunities” search on PSLawNet, www.pslawnet.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.

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. In 2007, the Defender Association of Philadelphia and Philadelphia District Attorney will also be involved in our Philadelphia Job Fair.

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. Moritz pays the student registration fee for student attendees. Even if you have already secured a summer position, the EJW Conference is a great way to interview possible organizations for post-
graduate Fellowships. In one trip you can meet with a variety of employers over a two day period.

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.

In the spring, Moritz will host the Public Service Opportunity Forum in Drinko Hall. You may be able to find a local position for summer at this event, but 2Ls are encouraged to begin a public interest job search well in advance of spring.

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 Criminal Defense Division (CDD) of the Legal Aid Society of New York automatically 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 employer

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 Law Placement) 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](http://www.law.yale.edu) or at [www.pslawnet.org](http://www.pslawnet.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 past the December 1 deadline 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.
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 beginning 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 Moritz Alumni List 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.

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.
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. Should you need an official transcript, please follow the policies set up by Assistant Dean Kelly Smith, in the registrar’s office to request a transcript.

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 6 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 Writing 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
What are resources for government jobs?

The U.S. Department of Justice is the largest employer of attorneys; it also hires approximately 1,000 1L and 2L students as summer interns. Attorneys at the Department work in a wide variety of subject matter areas, ranging from environment to civil rights to AIDS/HIV. To learn about the Component Practice areas that you may be interested in and to learn more about the internship program, which pays $500 per week, go to: www.usdoj.gov/oarm. The deadline for the online applications is mid-September. If you work for a U.S. Attorneys’ office or the Department of Justice, be aware that you will have to pass a security check.

The best resource for government internship (and honors) programs is The Government Honors & Internship Handbook, 2006-2007, by the University of Arizona School of Law, which lists federal, state, and local government internship programs and is available at: www.law.arizona.edu/career/honorshandbook.cfm. User name: fig, password: newton2.

To learn more about the work of other agencies in the federal government, 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.

B. WHERE TO FIND PUBLIC INTEREST INTERNSHIPS:

OCI, EJW Career Fair, Midwest Public Interest Law Career Conference

1. OCI and Public Service Opportunity Forum.
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. The Public Service Opportunity Forum brings approximately 25 employers from central Ohio to Dranko Hall seeking summer and term-time help in the form of paid, work-study and volunteer positions. Typically the Forum is held in the Spring.

2. EQUAL JUSTICE WORKS CAREER FAIR

We participate in the Equal Justice Works (EJW) Career Fair held in Washington, D.C., scheduled for October, which features interviewers and “table talks” (information tables) with
about 150 public interest and government employers, as well as panel discussions. The EJW Fair is particularly good for 3L students interested in being public defenders. To register for the Fair, register on the EJW website, http://www.equaljusticeworks.org/employers/browse.php. For the EJW Fair you submit resumes and other requested information directly to the employer. After you submit your resumes, the employers will contact you to schedule interviews. Students are strongly encouraged to submit resumes to employers several weeks before the Fair to allow sufficient time for resume review and scheduling of interviews. EJW recommends that students submit their resumes to employers by the date specified on the website annually.

3. PUBLIC INTEREST LEGAL CAREER FAIR

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.
Appendix 1: Counselor Biographies

Cybele Smith
Director of Public Service & Public Interest Programs

Phone: (614) 292-7707  
Email: smith.302@osu.edu  
Office: Drinko 104B

Education
B.A., The Ohio State University  
J.D., Capital University Law School

Cybele currently focuses on advising students who are interested in public interest and government sector jobs, honors programs, and fellowships. She coordinates the judicial clerkship application process and serves as the LRAP Coordinator.

As an undergraduate, Cybele had the opportunity to work in the OSU Athletic Department as a Student Assistant to Archie Griffin. During law school, she worked full-time for the State of Ohio at the Rehabilitation Services Commission and later at the Ohio Civil Rights Commission as an investigator. While at Capital University Law School, Cybele was involved in several organizations, serving as vice magister of Phi Delta Phi, executive board member of the Student Bar Association, and as a peer advisor for three years.

Upon earning her law degree, Cybele became the Membership Director at the Columbus Bar Association. She has presented at the NALP annual conference and has done book reviews for the NALP publication committee. Cybele just completed a three-year term on the University Staff Advisory Committee, and a two-year appointment to the university Government Relations Committee. She was the NALP Workgroup Leader for the NALP/PSLawNet Mini Conference in Washington, D.C., in October 2006 and is currently the Vice Chair planning the NALP Educational Conference which will be held in Toronto in April 2008. She is the 2008 Awards Chair for the AALS Section on Pro Bono and Public Service Opportunities.

She also teaches career strategy in the Legal Nurse Consulting Program at Capital University in the spring.
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.
- Attend Equal Justice Works Career Conference and Midwest Public Interest Law Career Conference. If have job, network with employers at Table Talk.
- Network and conduct informational interviews with public interest students and alums.
- Become involved with PILF, PBRG, AFC, Street Law, Dispute Resolution and Youth or VITA.

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.
- Be sure to follow all deadlines for applying for PILF Summer Fellowships.

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 PSLawNet 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/Winter
- Review on campus deadlines, Government Honors Handbook and PSLawNet 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 PSLawNet.

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 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*

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*

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**

Subject-specific guides
Environmental Law Guide, Yale Law School,
http://www.law.yale.edu/studentlife/CDOPublications.asp
Guide to Internships and Fellowships in Reproductive Rights, Law Students for Choice

*Yale guides available in the CSO.
** Available in the CSO.
Appendix 4: Websites for Domestic Job Searches

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

**GENERAL**

**PSLawNet**, www.pslawnet.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 (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**


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, www.fedworld.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.

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.

**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.

**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/jobs_contact2423/jobs_contact.htm

**Human Rights Blog** http://www.humanrightsblog.org/listings/.

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

**Human Rights Jobs**
Some jobs open to all, others are for members only. 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

**Human Rights Tools**
This website has a variety of tools for human rights professionals. Job listings can be found at 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

**One World**
Similar to idealist.org. [http://us.oneworld.net/section/us/jobs](http://us.oneworld.net/section/us/jobs)

**PSLawNet**
Can search organizations, jobs, fellowships and internships (paid and unpaid) throughout the world. Has better coverage of some countries than others. [www.pslawnet.org](http://www.pslawnet.org)

**ReliefWeb**
Lots of field positions are advertised here for mostly humanitarian and some human rights jobs. [http://www.reliefweb.int/vacancies/](http://www.reliefweb.int/vacancies/)

**REGIONAL JOB LISTINGS**

**American Association of Teachers of Slavic and Eastern European Languages**
Job index for people with Slavic language skills. [http://aatseel.org/jobs/job-index.asp](http://aatseel.org/jobs/job-index.asp)

**Pambazuka News**

**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](http://www.pae-react.com)

**INTER-GOVERNMENTAL ORGANIZATIONS**

**International Criminal Court**
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/practical-e/index.htm](http://www.un.org/icty/practical-e/index.htm)

**United Nations**
Check under “Human Rights”, “Legal”, and “Humanitarian Affairs.”

**UN Development Program**
For information on UNDP Leadership Development Program see [http://www.undp.org/lead/](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](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/3ba1bdc8.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?pagename=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: Sample Resume and Cover Letters

1. Resume

JAMES FRANCIS
240 Mercer Street, Apt. 703
New York, New York 10012
(917) 324-0009
e-mail: jfrancis@nyu.edu

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, New York
Candidate for J.D., May 2008
Activities: Prisoners’ Rights Education Program, Student Teacher

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

NEW YORK CAPITAL DEFENDER CLINIC, NYU SCHOOL OF LAW, New York, New York
Student Advocate, August 2006 – May 2007
Assist NAACP Legal Defense Fund attorneys on capital cases in Alabama and Texas that are in various stages of the postconviction process, as well as Legal Defense Fund’s campaign to establish a statewide Public Defender Office in Mississippi. 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.

JAFFE, STRICKLAND & DRENNAN, P.C., Birmingham, Alabama
Legal Intern, Summer 2006
Served as the primary law clerk in preparation for Eric Rudolph’s 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.

UNEMPLOYMENT ACTION CENTER, NYU SCHOOL OF LAW, New York, New York
Student Advocate, September 2005 – Present
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.

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.
2. Application to Public Defender

JAMES FRANCIS
240 Mercer Street, Apt. 703
New York, New York 10012
(917) 324-0009
jfrancis@nyu.edu

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 New York University School of Law, 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 firsthand 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 NYU, 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 Eric Rudolph’s 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 Tony Amsterdam’s Capital Litigation Clinic this year is providing me with exceptional training in how to develop and implement investigative, trial and appellate strategies. Finally, to obtain direct experience with prisoners, I am an active participant in the Prisoners’ Rights Education Program. Through this program, I travel to various women’s prisons in New York State and teach prisoners the legal research and writing skills they need to prepare their own appeals.

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
3. Application to D.C. organization before EJW Career Fair

RACHEL GOODMAN
240 Mercer Street, #2007
New York, NY 10012
(212) 443-6242
email: rmg216@nyu.edu

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 New York University School 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