

# Public Interest Career Guide

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University of Georgia School of Law

Public Interest Law Council  
Legal Career Services



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The University of Georgia

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## INTRODUCTION

### **Public Interest Career Guide**

This guide is the product of a collaboration of the Public Interest Law Council (PILC) and Georgia Law Legal Career Services (LCS). The purpose of this guide is to assist students in understanding and identifying public interest opportunities, applying for positions and crafting internships, and locating funding sources for unpaid positions.

Look out for additional collaborations between PILC and LCS throughout the year, including speakers, networking events, information sessions, and mock table talk sessions.

### **Georgia Law's Public Interest Law Council**

Public interest students at Georgia Law founded the Public Interest Law Council (PILC) in 2010 in response to the need for increased collaboration among student groups and expanded public interest career programming. PILC's mission is to expand the concept of public interest law at UGA. The organization is a council of student organizations who support public interest careers as well as pro bono work from within the private sector.

PILC strives to offer a forum for different organizations, people, and viewpoints to come together to support each other and strengthen UGA Law's commitment to various forms of public service. In addition to serving as a forum of inter-organization cooperation and communication, PILC provides a variety of educational, social, career, philanthropic and service programming to encourage students to get involved in their community as law students and as future practicing attorneys.

### **Legal Career Services**

Legal Career Services is a critical resource for students with a range of career interests. LCS hosts numerous events throughout the year, distributes a weekly career newsletter (*The LCS Express*), and maintains a database of career opportunities for 1Ls, 2Ls, 3Ls, and graduates.

LCS maintains a library of career resources online (<http://www.law.uga.edu/more-career-resources>) as well as in the LCS Resource Room (off the mailroom in the lower level of Hirsch Hall). Many of LCS's online resources are password protected (user: ugalcs, password: gr8jobs). To set up an individual career appointment with LCS, please email [njohnson@uga.edu](mailto:njohnson@uga.edu).

Before you begin your job search, please review the LCS and NALP policies, located at the back of this handbook.

## DEFINING PUBLIC INTEREST WORK

Public interest law is a broad category of work that, roughly, includes all work undertaken primarily to serve the public good, rather than for profit. Individuals with legal training work in a variety of legal and non-legal positions in the public, nonprofit, and private sectors.

For a more thorough survey of public interest work settings, visit:

<http://www.law.harvard.edu/current/careers/opia/planning/career-exploration/practice-settings.html>

### **Public Interest Myths**

Because public interest salaries are lower than what top law firms pay, there are a number of misconceptions about public interest work.

First, there's the myth that students with loans cannot afford to work in the public interest. Due to the relatively low cost of a Georgia Law education, as compared with private institutions, and the availability of waivers and in-state tuition after one year for out-of-state students, this has always been less true for Georgia Law graduates. Now, however, recent legislation has been passed that makes loan repayment contingent on income, and with qualifying employers, any remaining balance is discharged after ten years of public service work. Furthermore, some employers, such as certain federal agencies, help their employees pay back student loans. For up-to-date information on debt relief assistance, visit:

<http://www.equaljusticeworks.org/resources/student-debt-relief/default>

Second, there's the myth that because public interest careers pay less than private firms, public interest lawyers had lower grades and lesser qualifications than their peers who went into private practice. In fact, some public interest opportunities, such as opportunities within the Justice Department or with nonprofit organizations such as the NAACP, are just as, if not more, competitive than top firms. At Georgia Law, many of our top graduates choose public service. Government and nonprofit employers are just as interested in hiring top talent, they just assess talent differently, emphasizing hands-on and life experience as well as academic performance. Moreover, if students choose to erroneously judge a lawyer by his or her pay, they should know that not all private firms pay six-figure salaries to new lawyers— NALP reports that for firms with fewer than 25 employees, the average starting salary is \$70,000, which is comparable to the high-end of the public interest entry-level pay scale.

### **Government**

Public interest careers include jobs at the local, state, and federal levels. With a JD, individuals can work as a public servant in a number of capacities, such as a judge, JAG officer, prosecutor, or federal attorney. These examples are only the tip of the iceberg when it comes to what you can do within government as a JD. Politicians are often law school graduates, and lawyers work in other non-legal roles, such as managers, researchers, and policy makers. Work with the government is often particularly attractive to students interested in public service careers, as these careers are generally associated with job stability, an upper middleclass lifestyle, a moderate and flexible schedule, and excellent health and retirement benefits. With some exceptions, such as summer honors programs and opportunities within certain agencies, summer internships in government work are generally unpaid.

## Nonprofit

Nonprofit organizations are tax-exempt organizations whose primary purpose is to offer some form of public service, rather than to generate income. Nonprofit organizations include agencies such as the ACLU, NAACP, and Red Cross as well as universities, some hospitals, many public defender offices (some are state-run), churches, and charitable organizations. Individuals with legal training may work in roles as advocates, researchers, project managers, or executive directors. Average starting salaries are around \$40,000, but vary widely depending on region, organizational size, and responsibilities. Individuals working for nonprofit organizations generally qualify for federal loan repayment assistance. Even though starting salaries may be low within nonprofit organizations, oftentimes they have good benefit programs as a way to compensate employees better.

## Private Sector

In addition to numerous opportunities for pro bono work in private practice, a number of private firms practice or have specialties in public interest fields such as housing, labor and employment, and immigration. Recently, because of struggles in the legal market, new hires at large firms have been given the option to delay their start dates and have been given a stipend to do public interest legal work for a year (such as in public defender and district attorney offices), though it is unclear how long this trend will continue. Most private firms require associates to complete a certain number of pro bono hours per year, and often some portion of these hours count towards billable hours. The extent of community service as measured by pro bono hours is a big point of pride for firms. Moreover, individuals at private law firms can put their experience to work outside of the office, sitting on the boards of local nonprofit organizations. It is not uncommon for careers to span several sectors, such as a lawyer who transitions from private practice to government or nonprofit work. Increasingly, there is cooperation between sectors. Such “third sector” collaborations between private and nonprofit institutions are a hot topic among venture capitalists, and increasingly, are gaining the attention from the federal government as a more effective means of addressing social needs.

# STARTING YOUR JOB SEARCH

## Finding Opportunities

### **Employer Research**

If you have a particular area of interest, such as child advocacy or public defense, a great place to start your research is with national organizations whose members practice in these areas of law. For instance, the National Legal Aid and Defender Association ([www.nlada.org](http://www.nlada.org)) has a directory of civil legal aid and public defender offices and a national job board for full-time opportunities.

If you know the region in which you'd like to work, but not the specific work you'd like to do, one place to start could be employer evaluations on MyGaLaw, which are searchable by region ("View Evaluations of Employers" under "Career Services" in the navigation bar).

If you lack defined interests and preferred regions to guide your search, the best place to start is by talking to your fellow students to learn about their experiences. The Public Interest Law Council holds monthly networking events, public interest employer meet-and-greets, and a mentorship program—watch your email to learn how to get involved!

Once you've got a list of offices where you'd be interested in interning or working, visit the website of each to learn details about their work and recent news. A very useful resource on these websites are the staff bios, as they give you an idea of the track that lawyers took in order to gain full-time employment at that organization (generally, you won't find this level of information for government employees below the director level). For nonprofit organizations, many publish an annual report that outlines their impact and gives highlights from the preceding year. If an annual report isn't available on the website, email a staff member and request that one by mailed or email to you. When you have a list of employers you want to target for summer and post-graduate opportunities, check MyGaLaw to see if other students have posted reviews of their experiences with these employers. Idealist ([www.idealist.org](http://www.idealist.org)) also has profiles of nonprofit employers, and Guidestar ([www.guidestar.org](http://www.guidestar.org)) has a database of nonprofit 990 tax forms, which give information such as budget size and manager's salaries.

### **Informational Interviews**

Informational interviews are an excellent resource both for students with clear career objectives as well as those who feel overwhelmed by a JD's endless possibilities. They're a great tool for learning about opportunities within a region and practice area, and maybe be of great use to you as you make decisions about courses, clinics, internships, and additional graduate education. Advice from LCS is given below.

#### Purpose

- Excellent means of gathering information about practice areas, types of employers or legal climate within a geographic area
- Unparalleled way to network with individuals who may not have organized hiring strategies such as on-campus interviews
- Best done in advance of actual job interviews, in order to be savvy within the actual job interview
- Good way to follow up with referrals from family, friends, professors or attorneys met at panels
- No need to ask about employment - always ask for "AIR" - Advice, Information, Referrals
- Your intentions with a networking interview are to make contacts for future potential hiring and to gather information for future intelligent interviewing

### Suggested Informational Interview Questions

- What are some courses I might take to prepare for this sort of legal work?
- Are there “must read” publications that you recommend for someone entering this practice?
- What kinds of summer or part-time jobs should I try to get while I am in law school to prepare me for this sort of legal practice?
- Are there professional organizations I might join as a student member?
- Who do you consider to be local “key players” in this field?
- What are the cutting edge legal issues currently?
- Are there any local legal events your recommend I might attend to get to know the members of the legal community?

### **Job Postings**

The easiest way to find an opportunity is through job postings, but remember, if you can find it easily, so can others! A best practice for jobseekers is a two-pronged approach of seeking out opportunities through networking and job announcements.

The first place to look for opportunities is MyGaLaw, as these postings are from employers who have contacted the law school to post jobs. You can also apply directly to postings on an employer’s website, but with large employers, your application might get lost in the shuffle—this is where the connection through LCS, or through your personal networking efforts, helps ensure someone reads your application.

Keep in mind when applying to a position through an employer’s website that just because the position is posted does not mean that it’s available. Many employers are governed by policies and regulations that require that certain classes of jobs be externally posted for a specified period of time, even when a candidate has already been selected internally or without an official candidate search.

### **Career Fairs**

Public interest career fairs provide unparalleled access to a diverse range of public interest employers. The two career fairs that Georgia Law students most frequently attend are the Equal Justice Works Career Fair (October, Washington, DC—national career fair with employers from all over the country in attendance) and the Public Sector Career Fair (February, Atlanta—a regional career fair with employers from the Southeast, mostly Georgia). At these fairs, students may meet with employers either during pre-selected interviews or table talk sessions (walk-up, informal interviews).

Due to NALP hiring guidelines, 1Ls may not apply for positions prior to December 1<sup>st</sup>, but they may meet with employers informally during table talk (and for some, these connections later lead to job offers). As table talk sessions are unique to public interest hiring, LCS and PILC will offer mock table talk sessions to familiarize students with the process.

Interviews are scheduled as with other legal interview programs—students apply for specific postings, await notification of their selection, and register for interview slots. Students may register and apply to the Equal Justice Works Career Fair online starting in September ([www.equaljusticeworks.org](http://www.equaljusticeworks.org)). For the Public Sector Career Fair in Atlanta, students apply for postings through MyGaLaw.

Students should attend career fairs wearing business attire. Both students with scheduled interviews and those wishing to participate in table talk should be prepared to respond to employers’ requests: résumés (1-page version, preferably), references, and writing samples (rarely requested). Students may

find it helpful to carry business cards, and they should collect cards from individuals with whom they speak in order to follow up with requests for informational interviews or additional information. Always follow up with a thank you note or email even for brief table talks.

## Interviews

Public sector interviews differ from private sector interviews in several ways. Interviews are generally not held through on-campus interview programs. You may interview at career fairs or have the first interview over the phone, via videoconference, or at the organization's office. Travel expenses often are not reimbursed. Second interviews may or may not be scheduled. Unless you were told to anticipate several rounds of interviews, don't assume that not receiving a callback means you weren't chosen.

There are three basic things you need to cover in job interview preparation:

**(1) Know the employer**

Ideally, you will have thoroughly researched the employer when you applied, but when someone is sending out numerous applications, you might risk mixing up information. To avoid this, review the employer's website prior to the interview. For large nonprofits and government agencies, the oft-mocked Wikipedia can be quite useful in understanding organization structure and history. If you have the interviewer's name, research his bio. Finally, be prepared to talk knowledgeably about the field in which the employer focuses. More so than private firms, public interest employers expect that students interested in pursuing a career in their field understand background issues and relevant current events.

**(2) Know yourself**

At public interest interviews, as with all legal interviews, students should be prepared to discuss any experience or activity that they've listed on their résumés. Beyond this, it's helpful to prepare answers to the types of questions you're most likely going to be asked:

- How does this opportunity relate to your short- and long-term career goals?
- Provide an example of on-the-job problem solving and/or effective collaboration
- What makes you passionate about this area/cause? (cite personal history, but don't over-share!)
- What are your strengths/weakness (give context to statements)
- Example of memorable client interactions from past experience on your résumé

**(3) Bridge the gap between your abilities and those the employer needs**

Carefully review the job posting before the interview and take note of the ways in which you meet the desired qualifications. Connect the employer's area of public interest law to your own experiences, such as academic courses, work experience, or personal history.

### Interview Etiquette

- Dress in business professional attire for the interview, even though it is likely you will be able to dress much more casually on the job.
- Bring any documents the employer requested prior to the interview, as well as a copy of your résumé (whether requested or not). Give the interviewer the documents only as she needs them (do not hand her a stack of papers at the end unless requested, as it would cause hassle for her).
- Follow up with a thank you note that cites at 1-2 specific things that were helpful about the interview. Do this for all contacts with employers: in person interviews, informational interviews, phone interviews and even table talks. Common practice is to email, though it might be a nice touch to mail a short note as well.

# Job Search Documents

## Résumés

The universal job search document is a résumé. A résumé briefly describes your education, experience, and honors, and may also highlight skills (such as language ability), publications, and interests. There is no single correct way to format a résumé and highlight experiences, but a few general rules apply.

### General Tips for Writing a Résumé

- Order: List experiences in reverse chronological order (starting with the most recent).
- Page limit: Follow any guidelines given in a job posting. For private sector jobs and career fairs, keep it to one page. For fellowships, government positions, and nonprofit organizations, it may be encouraged to provide a 2-page résumé, but only if you have the experience to fill 2 pages (not 1.5 pages or 2 pages of fluff). If in doubt, check with LCS.
- Clarity: The resume should be easy to read at a glance. Make it well-organized with appropriate section headings and readable font. Limit your artistic expression (numerous fonts, colors, etc.).
- Strong verbs: Avoid passive writing and use action verbs to describe your work. See this list: <http://www.law.harvard.edu/current/careers/opia/landing-your-job/action-verbs.html>

### Things to Include

- At a minimum, include the following sections:
  - Education: List all university degrees earned with dates of attendance (at top of résumé!)
    - List Latin honors (e.g., *cum laude*), Phi Beta Kappa, and thesis awards, or graduation prizes with the corresponding degree, not in separate honors section
  - Experience: List positions, employers, and give brief descriptions of work
  - Honors: Scholarships, awards (not related to a degree program), and fellowships
    - If all of your honors are associated with your degrees, don't include this section
- Many students may want to include additional information, such as:
  - Activities: School or community groups with which you are active
  - Volunteer Work: dates and type of volunteer work
    - Unpaid internships should go under experience, not volunteer work
  - Skills: Languages, computer skills, and other attributes that may appeal to employers
    - Be honest in assessing your fluency in a foreign language; do not exaggerate your current level of proficiency
    - Similarly, do not exaggerate proficiency with computer programs or scripts
  - Interests: this gives prospective employers a better sense of you as an individual
  - Publications: List any work published in a peer-reviewed journal

### Things to Avoid

- Leaving off your GPA. Students should give their GPA and class rank if average or above average. If not given, employers will generally assume that students are in the bottom 1/3 – 1/2 of their class.
  - Note: Give GPAs to the hundredth; do not round beyond this (3.25 ≠ 3.3).
- Passive Voice. Where possible, use strong verbs (led, managed, collaborated, etc.).
- Vagueness. Where possible, quantify accomplishments (“led team of 10,” rather than “led”).
- Emphasizing employers. Focus on your role, not the role of your organization (e.g., “wrote curricula for four levels of mathematics,” not “worked at a math and science magnet school”).
- Exaggeration and Misrepresentation. While it is important to cast yourself in the best light, do not do this by exaggerating your accomplishments, changing job titles, misrepresenting the size of your commitment, or in any other way misrepresenting your academic, professional, or personal experiences. Doing so is a violation of Georgia Law’s honor code.

### Multiple Résumé Versions

Usually, it is advisable to have a general résumé and to tailor it depending on the type of position you seek. For example, if you interned in Cincinnati after your freshman year of college, and this experience didn't make the cut when you had to pare things down to one page, it'd be wise to make room for this experience on any résumé you send to employers in Cincinnati (if that's your only connection to the city). Or, if you were very busy in undergrad and worked between college and law school, you might write a two-page résumé for employers who accept longer formats. For those who don't, however, you'd want to have a one-page version as well. Finally, if you have a range of experiences, you might want to have different résumé versions that highlight these experiences differently: emphasis on academics, publications, awards, and journal experience when applying for clerkships; emphasis on volunteer work, clinics, and participation in public interest law groups when applying for advocacy positions at nonprofit organizations or public agencies. LCS is a great resource for advice when you wish to write different résumé versions to target specific employer networks.

### **Cover Letters**

Cover letters, the bane of a jobseeker's existence! It's not uncommon for students to skip applying to employers who require cover letters. More common still is the practice of having a standard cover letter template where students make only small tweaks (i.e., employer name and address) and otherwise send the same application to very different employers. Carelessness with cover letters is a mistake generally, but when applying to public interest employers, who want to see passion, commitment, and purpose, sending clone cover letters is a fatal mistake.

The first step in writing an effective cover letter is to conduct background research on a prospective employer. If there's a job description or information online about their internship program, read this information closely and make note of the ways in which you meet the required criteria. The second step is to research the employer with the purpose of looking for connections between their mission and your career goals. This might seem tedious, but this research helps you to not only focus your application but also to rule out employers that aren't a good fit, allowing you to focus more energy on the ones that are.

Once you have a thorough understanding of the position and the organization, you should approach writing the cover letter as if you are writing a sales pitch: how do your unique experiences make you an excellent candidate for the job? Don't simply repeat information that is already in your résumé. As with good writing in general, the rule of thumb is "show, don't tell." A good cover letter puts a résumé in context, showing an employer how the experiences summarized on your résumé have prepared you to excel in the position for which you apply. Beyond merely listing skills and accomplishments, a cover letter should include examples of particular instances in which you were able to draw on skills and experiences to solve a problem similar to one you might encounter on the job. Furthermore, for public interest employers in particular, it provides an opportunity to explain why you are passionate about public service and seek this opportunity to draw upon that passion as a catalyst for change. With many public interest employers, it is appropriate to briefly discuss personal experiences that widened your eyes to a particular injustice or empowered you to seek a law degree in order to help others.

On the following pages are several examples of résumés and cover letters. Note that the students use a variety of résumé formats to highlight their strengths, and the cover letters put these experiences in context for the specific positions for which the students have applied.

# ATTICUS FINCH

Address, Athens, GA 30605 / atticusfinch@gmail.com / (555) 555-5555

## EDUCATION

<b>University of Georgia School of Law, Juris Doctorate</b>	Completion: May 2011
<ul style="list-style-type: none"> <li>• GPA: XX/4.3 Rank: XX of 233 (Top XX%)</li> <li>• Moot Court Vice President, 2009-2010; Competing Member, 2010-2011</li> <li>• Research Assistant, Professor Sam Smith, Summer 2010</li> <li>• UGA Land Use Clinic, Extern, Fall 2009</li> <li>• Education Law Association, President 2010-2011; Vice President, 2009-2010</li> <li>• Alex &amp; Betty Smith Scholarship Recipient, 2008-2011</li> <li>• Full Equal Justice Foundation Fellowship Recipient, Summer 2009</li> </ul>	
<b>University of Georgia, Master of Public Administration</b>	Completion: May 2011
<ul style="list-style-type: none"> <li>• GPA: 4.0</li> <li>• Specialization in Policy Analysis &amp; Higher Education Administration</li> <li>• Georgia Students for Public Administration, President, 2008-2009; Secretary 2007-2008</li> <li>• Teaching Assistantship, Political Science 1101: Intro to American Government</li> </ul>	
<b>University Name, Bachelor of Arts</b>	Completed: May 2004
<ul style="list-style-type: none"> <li>• GPA: 3.5</li> <li>• Honors in Political Science &amp; History</li> <li>• Distinguished Senior Thesis, Department of Political Science, "Voter Preference and Issue Salience in a Simulated Local Election"</li> </ul>	

## EXPERIENCE

<b>U.S. Bureau of Land Management, Policy Analyst</b>	City, ST	6/10–8/10
<b>U.S. Commission on Civil Rights, Legal Intern</b>	City, ST	6/10–8/10
<b>Superior Court Western Judicial Circuit of State, Judicial Extern</b>	City, ST	1/10–5/10
<ul style="list-style-type: none"> <li>• Drafted orders and memos, performed legal research, and observed court proceedings</li> </ul>		
<b>Association County Commissioners of State, Legal Intern</b>	City, ST	5/09–12/09
<ul style="list-style-type: none"> <li>• Prepared research memoranda and edited publications for legal counsel</li> <li>• Assisted with research and drafting of various legislative initiatives</li> <li>• Assisted research and editing of amicus brief on behalf of the State in SCOTUS action <i>Appellant v. Apellee ex rel. Party</i>, 123 S. Ct. 4567 (2009)</li> </ul>		
<b>State Legislature, Associate Policy Analyst</b>	City, ST	5/08–8/08
<ul style="list-style-type: none"> <li>• Performed program audits for the Office of Program Policy Analysis and Government Accountability (OPPAGA)</li> <li>• Published reports include #2008-49 on the Agency for Persons with Disabilities and #2009-25 on university classroom utilization for the Department of Education</li> </ul>		
<b>County Chamber of Commerce, Government Affairs Coordinator</b>	City, ST	10/06–8/07
<ul style="list-style-type: none"> <li>• Managed Chamber's government relations, lobbying efforts, and member advocacy with local and state governments</li> <li>• Coordinated economic development activities with Chamber President</li> </ul>		
<b>Member Relations Specialist</b>	City, ST	5/05–9/06
<ul style="list-style-type: none"> <li>• Assisted management of Chamber's member services \$400,000 annual budget</li> <li>• Served as project manager for Volunteer Fair, Business Expo, and Legislative Reception</li> <li>• Secured \$300,000 annual membership reinvestment</li> </ul>		

**INTERESTS:** Hiking, tennis, cycling, soccer, gardening, cooking

# ALLISON MARIE MCBEAL

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 allymcbeal@uga.edu • 555.555.5555

<b>EDUCATION</b>	<b>University of Georgia School of Law</b>	<b>Athens, GA</b>
2009 - 2012	<ul style="list-style-type: none"> <li>▪ Juris Doctor Candidate, May 2012 (GPA: XX/4.33)</li> <li>▪ Leadership: Working in the Public Interest Conference, Logistics Director; Public Interest Law Council, Career Development Chair; American Constitution Society, Treasurer</li> </ul>	
2010 - 2012	<b>University of Georgia Institute for Nonprofit Organizations</b>	<b>Athens, GA</b>
2003 - 2007	<ul style="list-style-type: none"> <li>▪ Graduate Certificate in Nonprofit Management, anticipated May 2012</li> </ul>	<b>City, ST</b>
	<b>University Name</b>	
	<ul style="list-style-type: none"> <li>▪ Bachelor of Arts in Anthropology</li> <li>▪ B.A. Thesis Topic: Ethnography on a Hindu religious communities in the rural American South</li> </ul>	
<b>EXPERIENCE</b>	<b>Human Rights Organization, Legal Intern</b>	<b>Bratislava, Slovakia</b>
Summer 2010	<ul style="list-style-type: none"> <li>▪ Researched and drafted legal survey on family reunification cases under Article 8 of the European Human Rights Convention for use in asylum litigation before the European Court of Human Rights</li> <li>▪ Supported lead researcher of report on statelessness law and protection mechanisms in five nations; researched U.S. precedent and policy for international report on racial profiling</li> </ul>	
Summer 2008 - Summer 2009	<b>Neighborhood Health Service, Development Coordinator</b>	<b>City, ST</b>
	<ul style="list-style-type: none"> <li>▪ Drafted site-specific grants and supported cross-site funding efforts; \$1.3M in grants awarded</li> <li>▪ Managed donor correspondence; directed implementation of new customer relationship management software system across health services partnership enterprise</li> <li>▪ Directed planning of annual meeting, donor recognition event, and grand opening of fitness center</li> </ul>	
Fall 2007 - Summer 2008	<b>Nonprofit Consulting Firm, Fellow</b>	<b>City, ST</b>
	<ul style="list-style-type: none"> <li>▪ Selected for fellowship in non-profit leadership and strategic management; participated in training sessions lead by staff, business consultants, and business school affiliates</li> <li>▪ Managed community collaboration to lay foundation for successful 12-week farmers market</li> <li>▪ Led research initiative to document prevalence of foreclosure in two urban neighborhoods; prepared internal and public report drafts on research findings</li> <li>▪ Partnered with Department of Neighborhood Development to offer foreclosure prevention class</li> </ul>	
Spring - Summer 2007	<b>University Center for Public Service, Summer Fellowship Coordinator</b>	<b>City, ST</b>
	<ul style="list-style-type: none"> <li>▪ Oversaw independent projects of 8 interns at non-profit organizations; identified resources and contacts relevant to projects; supported interns in goal-setting and project implementation</li> <li>▪ Designed intern orientation training; organized weekly fellowship dinners with community leaders</li> </ul>	
2005 - 2007	<b>Museum Charter School, Volunteer Coordinator</b>	<b>City, ST</b>
	<ul style="list-style-type: none"> <li>▪ As liaison between college and local public school, supervised establishment of 7 volunteer groups (50+ volunteers); collaborated with college leaders and teachers to maximize volunteer impact</li> <li>▪ Helped to expand school's partnerships with local museums, the core of the school's magnet theme</li> </ul>	
Summer 2006	<b>Child Aid Society, Project Intern</b>	<b>Phnom Penh, Cambodia</b>
	<ul style="list-style-type: none"> <li>▪ Researched and wrote comprehensive manual for prospective foster parents; researched and compiled extensive resources guide for current foster parents and staff in children's homes</li> <li>▪ Wrote comparison study of children's home models for expansion planning</li> </ul>	
Spring 2006	<b>State Education Justice Initiative, Research Assistant</b>	<b>City, ST</b>
	<ul style="list-style-type: none"> <li>▪ Facilitated discussions with city high school dropouts to ascertain factors that influenced their decision to leave school; interpreted results within the context of statewide data analysis</li> <li>▪ Research conducted to support <i>SEJI v. Governor</i>, landmark decision in which State Supreme Court held state constitution guaranteed students' right to adequate public education</li> </ul>	
<b>PUBLIC SERVICE</b>	Urban Earned Income Tax Clinic, IRS-Certified Volunteer Tax Preparer (2008-2009); Social Capital Honors, Application Reader and Forum Volunteer (2008); Tutoring (literacy and math) and mentoring (1999-2007); Art instructor and museums volunteer (2002-2006)	
<b>HONORS</b>	Georgia Law E. J. Grassmann Scholarship (2009-2012); Equal Justice Foundation Fellowship (2010); AmeriCorps Segal Award (2008); Mayor's Award for Academic Excellence – City, State (2003)	

# ALLISON MARIE MCBEAL

Address • Athens, GA 30606  
 allymcbeal@uga.edu • 555.555.5555

<b>EDUCATION</b>	<b>University of Georgia School of Law</b>	<b>Athens, GA</b>
2009 - 2012	<ul style="list-style-type: none"> <li>▪ Juris Doctor Candidate, May 2012 (GPA: XX/4.33)</li> <li>▪ E.J. Grassman Scholarship</li> </ul>	
2010 - 2012	<b>University of Georgia Institute for Nonprofit Organizations</b>	<b>Athens, GA</b>
	<ul style="list-style-type: none"> <li>▪ Graduate Certificate in Nonprofit Management, anticipated May 2012</li> </ul>	
2003 - 2007	<b>University Name</b>	<b>City, ST</b>
	<ul style="list-style-type: none"> <li>▪ Bachelor of Arts in Anthropology</li> <li>▪ B.A. Thesis Topic: Ethnography on a Hindu mandir in rural Georgia</li> </ul>	
<b>EXPERIENCE</b>	<b>Human Rights Organization, Legal Intern</b>	<b>Bratislava, Slovakia</b>
Summer 2010	<ul style="list-style-type: none"> <li>▪ Researched and drafted legal survey on family reunification cases under Article 8 of the ECHR for use in asylum litigation before the European Court of Human Rights</li> <li>▪ Supported lead researcher of report on statelessness law and protection mechanisms in five nations; researched U.S. precedent and policy for international report on racial profiling</li> </ul>	
Summer 2008 - Summer 2009	<b>Neighborhood Health Service, Development Coordinator</b>	<b>City, ST</b>
	<ul style="list-style-type: none"> <li>▪ Drafted site-specific grants and supported cross-site funding efforts; \$1.3M in grants awarded</li> <li>▪ Managed donor correspondence; directed implementation of new customer relationship management software system across health services partnership enterprise</li> <li>▪ Directed planning of annual meeting, donor recognition event, and fitness center grand opening</li> </ul>	
Fall 2007 - Summer 2008	<b>Nonprofit Consulting Firm, Fellow</b>	<b>City, ST</b>
	<ul style="list-style-type: none"> <li>▪ Selected for fellowship in non-profit leadership and strategic management; participated in training sessions lead by staff, business consultants, and Harvard Business School affiliates</li> <li>▪ Managed community collaboration to lay foundation for successful 12-week farmers market</li> <li>▪ Led research initiative to document prevalence of foreclosure in Hyde Park and Roslindale neighborhoods; prepared internal and public report drafts on research findings</li> <li>▪ Partnered with Department of Neighborhood Development for foreclosure prevention class</li> </ul>	
Spring - Summer 2007	<b>University Center for Public Service, Summer Fellowship Coordinator</b>	<b>City, ST</b>
	<ul style="list-style-type: none"> <li>▪ Oversaw independent projects of 8 interns at non-profit organizations; identified resources and contacts relevant to projects; supported interns in goal-setting and project implementation</li> <li>▪ Designed intern training; organized weekly fellowship dinners with community leaders</li> </ul>	
2005 - 2007	<b>Museum Charter School, Volunteer Coordinator</b>	<b>City, ST</b>
	<ul style="list-style-type: none"> <li>▪ As liaison between college and local public school, supervised establishment of 7 volunteer groups (50+ volunteers); collaborated with leaders and teachers to maximize volunteer impact</li> <li>▪ Helped expand school's partnerships with local museums, the core of school's magnet theme</li> </ul>	
Summer 2006	<b>Child Aid Society, Project Intern</b>	<b>Phnom Penh, Cambodia</b>
	<ul style="list-style-type: none"> <li>▪ Researched and wrote comprehensive manual for prospective foster parents; researched and compiled extensive resources guide for current foster parents and staff in children's homes</li> <li>▪ Wrote comparison study of children's home models for expansion planning</li> </ul>	
Spring 2006	<b>State Education Justice Initiative, Research Assistant</b>	<b>City, ST</b>
	<ul style="list-style-type: none"> <li>▪ Facilitated discussions with high school dropouts to ascertain factors that influenced their decision to leave school; interpreted results within the context of statewide data analysis</li> <li>▪ Research conducted to support <i>SEJJI v. Governor</i>, landmark decision in which State Supreme Court held state constitution guaranteed students' right to adequate public education</li> </ul>	

Summer 2005	<b>Ecology Center, Development and Communications Intern</b>	City, ST
	<ul style="list-style-type: none"> <li>▪ Researched and drafted \$20,000 signage grant request</li> <li>▪ Collaborated with staff in organizing 2 major fundraising events</li> </ul>	
Spring 2004 - Spring 2005	<b>Rare Book and Manuscript Library, Student Conservator</b>	City, ST
	<ul style="list-style-type: none"> <li>▪ Created protective enclosures for new acquisitions of rare and antique books using appropriate archival-quality materials; created 500+ storage cases for antique newspaper folios</li> </ul>	
<b>ACTIVITIES</b> 2009 – present	<b>Working in the Public Interest Conference, Logistics Director &amp; Panel Chair</b>	
	<ul style="list-style-type: none"> <li>▪ As Logistics Director (2010-2011), recruit and direct day-of-event volunteers, manage catering budget, coordinate with site cleaning staff, order refreshments and meals with consideration to registered attendees' eating restrictions and allergies</li> <li>▪ As Child Advocacy Panel Chair (2009-2010), led committee members in researching and inviting panelists; arranged discussion featuring academic experts and organization leaders</li> </ul>	
2010 – present	<b>Public Interest Law Council, Career Development Chair</b>	
	<ul style="list-style-type: none"> <li>▪ Collaborate with Legal Career Services to increase public interest career resources through hosting information sessions, interview workshops, networking events, and speakers</li> <li>▪ Committee chair for organization created in 2010 to increase collaboration between public interest student groups and expand public interest career building resources</li> </ul>	
2010 – present	<b>American Constitution Society, Treasurer</b>	
	<ul style="list-style-type: none"> <li>▪ Collaborate with ACS Board to set annual budget; manage funds; issue monthly spending reports to ACS national campus directors</li> <li>▪ Received scholarship to attend ACS National Convention in Washington, D.C. (2010)</li> </ul>	
2009 – present	<b>Equal Justice Foundation, Volunteer</b>	
	<ul style="list-style-type: none"> <li>▪ Solicited donations from local businesses; supported 1L representative with fundraising efforts including bake sales and t-shirt sales; assisted with post-event donor correspondence</li> <li>▪ Provided logistical support for 2010 auction with keynote speaker Max Cleland</li> </ul>	
<b>VOLUNTEER</b> 2008 – 2009	<b>Urban Earned Income Tax Clinic, Volunteer Tax Preparer</b>	City, ST
	<ul style="list-style-type: none"> <li>▪ Completed tax training and passed IRS tax preparer certification exam</li> <li>▪ Prepared taxes for low-income city residents during the 2008-09 tax seasons</li> </ul>	
2008	<b>Social Capital Honors, Volunteer</b>	City, ST
	<ul style="list-style-type: none"> <li>▪ Reviewed nominee applications for the 2009 Social Innovators "Making College Graduation a Reality" and "Empowering Disadvantaged Youth Through the Arts"</li> <li>▪ Registered attendees, sold event tickets, helped facilitate presentation preparation at the Social Innovation Forum's 2008 Showcase Event</li> </ul>	
1999 – 2007	<b>Tutoring and Mentoring</b>	Cities
	<ul style="list-style-type: none"> <li>▪ Extensive experience tutoring literacy, math, and social studies (K-12)</li> <li>▪ Tutored English and held weekly art classes for the girls at Child Aid Society's homes for orphaned and abandoned children in Cambodia</li> </ul>	
2002-2006	<b>Museum Volunteer</b>	Cities
	<ul style="list-style-type: none"> <li>▪ Held weekly art classes at public elementary and middle schools through the University Art Gallery's Adventures in Art program</li> <li>▪ Volunteered at public events and workshops held at the University Art Gallery, University Natural History Museum, and National Park</li> </ul>	
<b>HONORS</b>	<ul style="list-style-type: none"> <li>▪ Equal Justice Foundation Fellow (2010)</li> <li>▪ AmeriCorps Segal Award (2008)</li> <li>▪ Mayor's Award for Academic Excellence – City, State (2003)</li> </ul>	

Miranda Hobbes  
Address  
Athens, GA 30606  
(555) 555-5555  
mhobbes@uga.edu

January 12, 2010

Ms. Org Contact  
Immigrant Rights Organization  
Address Line 1  
City, ST 00000

Dear Ms. Contact,

I am a first year law student at the University of Georgia School of Law, and I am very interested in working in your Atlanta office this summer. As you may recall, we met at Jane Green's birthday dinner in last June and discussed your work. Remembering our conversation, I was so pleased when I saw this position posted through the law school Career Services Office.

I became interested in immigration law and immigrant and refugee advocacy during my junior year in college when I studied abroad in Granada, Spain, for a semester. I took several courses comparing immigration policies of European countries to those of the United States. Additionally, I conducted a research project where I interviewed several people who emigrated from Senegal to Spain. I learned a great deal about both immigration policies in the United States and abroad and about immigrants. It was this experience that prompted me to attend law school to become a better advocate.

Immigrant Rights Organization encompasses the type of work I hope to make my career. I believe that my background and research skills, combined with my dedication to this area of law, would allow me to make a valuable contribution to your office. Enclosed is my resume highlighting my experience and education. Thank you for your consideration.

Sincerely,  
Miranda Hobbes

# MIRANDA HOBBS

Address  
 Athens, GA 30606  
 (555) 555-5555  
 mhobbes@uga.edu

<b>Education</b>	<b>University of Georgia, School of Law</b> Juris Doctor Candidate	Athens, GA May 2012
	<b>College Name</b> Bachelor of Arts: Spanish Language and Literature <i>Summa Cum Laude</i> GPA: 3.81/4.0	Atlanta, GA May 2008
<b>Scholarship</b>	<b>Phi Beta Kappa Society</b> <i>Epsilon of Georgia</i>	College Name Spring 2008
	<b>Honors</b> <i>Yanuck Scholarship</i>	College Name Spring 2006
	➤ Awarded second highest scholarship for a semester abroad in Granada, Spain.	
<b>Work Experience</b>		
	<b>Candidate Name for Mayor of City</b> <i>Deputy Finance Director</i>	City, ST February 2009 – August 2009
	➤ Managed interactions with donors in law firms throughout city. ➤ Fundraised and researched potential contributors around the country. ➤ Assisted with outreach and orchestrated meetings with Hispanic community leaders.	
	<b>Georgia Democratic Party/Candidate for United States Senate</b> <i>Executive Assistant to the Candidate</i>	City, ST May 2008 – December 2008
	➤ Organized events and maintained detailed calendar and schedule. ➤ Corresponded with finance, outreach, and volunteer teams around state and in D.C. ➤ Prioritized and organized fundraising calls and staffed fundraisers. ➤ Coordinated strategic, targeted solicitation of key donors and supporters, including acting as the sole campaign representative at individual meetings and events.	
	<b>Partner and Partner Law Firm</b> <i>Receptionist</i>	City, ST Spring 2007 – Spring 2008
	➤ Reviewed and compiled client medical documents.	
	<b>Name Law Firm</b> <i>Legal Assistant</i>	City, ST Summer 2006, Spring 2007
	➤ Initiated new client intake and motor vehicle accident investigations. ➤ Updated client and case database for calendaring and electronic filing. ➤ Edited legal documents and categorized and assembled medical records.	
<b>Leadership</b>	<b>Zeta Phi Beta Sorority, Inc.</b> <i>Vice President/ Membership Intake Coordinator</i>	College Name Fall 2007 - Spring 2008
	➤ Promoted sorority and facilitated application process of new members. ➤ Designed and executed activities for community service and to attract members. ➤ Developed theme for fall team step-show competition.	
<b>Community</b>	<b>Grady Hospital</b> <i>Volunteer Interpreter</i>	Atlanta, GA Winter 2008 – August 2008
	➤ Interpreted conversations between doctors and Spanish-speaking patients. ➤ Guided patients through the process of obtaining/renewing their healthcare cards.	
<b>Skills</b>	<b>Research:</b> Microsoft Office, LexisNexis, Westlaw, Microsoft Outlook <b>Language:</b> Proficient in Spanish	

Vincent LaGuardia Gambini  
Permanent Address  
City, ST 00000

December 15, 2010

Association Name  
c/o Contact Person Name, Title  
Address Line 1  
Address Line 2  
City, ST 00000

Dear Ms. Contact:

I write to apply for the Public Interest Internship Program because it is a unique opportunity to apply the varied work and life skills I have acquired growing up in a small rural Georgia town and attending elite universities to providing necessary legal resources to my fellow Georgia residents. I seek to spend this summer doing hands-on work in a rural community in order to gain a perspective on the challenges facing these communities that I can draw on in effecting systematic change.

Before learning the challenges of the law in the classroom, I first learned these lessons growing up in a rural community in Blue Ridge Mountains. For example, my grandparents lost a portion of land that they had lived on for thirty years because they could not afford to legal representation in the dispute. For those who lack access to legal representation, the law is not a system of rights and privileges—it is at best stumbling block, at worst, an oppressive force. I enjoy the theoretical study of law, but I yearn for an opportunity to apply what I am learning to make life easier for clients like my grandparents.

In addition my passion for creating and building legal resources in rural communities, I also have the skills and capabilities needed to accomplish this goal. Prior to law school, I earned a master's degree in history, and writing my thesis gave me extensive experience in research, effective writing, and editing. Professionally, I have gained experience in leadership and goal setting in my work as a teaching assistant and lead instructor at a tutoring center. At the tutoring center, I worked with individuals ranging in age from two to forty to resolve learning difficulties. Working with this diversity of students was an enriching learning experience that motivated me in my work, and I anticipate that working with a range of rural clients will have the same effect.

This program would be a meaningful experience in terms of career development as I seek to gain a perspective on rural legal issues that would be relevant to a career in government collaborating to improve the legal resources in areas similar to my hometown. I look forward to talking with you about this exciting opportunity and the skills and experiences I would bring to my work this summer. Thank you for your time and consideration.

Sincerely,  
Vincent L. Gambini

## VINCENT LAGUARDIA GAMBINI

Local Address, Athens, GA 30605 | 555.555.5555  
Permanent Address, City, ST 00000 | vgambini@uga.edu

*Education* **University of Georgia School of Law**, Athens, GA (2009 – 2012)

Juris Doctor, Anticipated May 2013

Honors: Scholarship Name

**University Name**, City, ST (2005 – 2007)

Master of Arts in History (GPA: 4.0/4.0)

Master's Thesis: "Thesis Title"

Honors: General Eisenhower State Prize in American History

**University Name**, City, ST (2001 – 2005)

Bachelor of Arts in Economics (Financial Economics) and History (GPA: 3.98/4.0)

Honors: Phi Beta Kappa, inducted after four semesters of enrollment

Full Tuition Scholarship for Academic Achievement

Dean's List all eight semesters of enrollment

Omicron Delta Epsilon (National Economics Honor Society), Member

Phi Alpha Theta (National History Honor Society), Member

Activities: Captain, Academic Team

*Experience* **Lead Instructor, Tutoring Program**, City, ST (August 2007 – July 2009)

- Managed scheduling of 15-20 tutors and 70 students, maximizing academic improvement through strategic matching of tutors and students
- Facilitated academic improvement and enrichment goal-setting for students ranging in age from two to forty, representing a wide range of abilities
- Developed and implemented individualized curricula in one-on-one tutoring sessions
- Consulted with Center Director regarding tutor retainment and promotion

**Graduate Assistant, University Name** (August 2005 – May 2007)

- Assisted professor in instruction of undergraduate Western Civilization course for four semesters; assisted in teaching of approximately 120 students per semester
- Graded exams, tracked and evaluated student performance, administered materials
- Provided advanced instruction to students regarding difficult course concepts during weekly office hours, supplementing course instruction

**Desk Supervisor, University Summer Conference Program** (August 2005 – May 2007)

- Provided customer service, organized and assisted with conference activities while upholding university policies

*Skills*

**Languages**

- German: Proficient in written and conversational German
- Spanish: Basic conversational Spanish

**Research**

- Proficient in MS Office Programs
- Certified in the use of Westlaw and LexisNexis research platforms

January 11, 2010

Mr. Contact Name  
East County Solicitor General's Office  
Address 1  
City, ST 00000

Dear Mr. Name:

I am a second year law student at the University of Georgia with a genuine interest in becoming a prosecutor upon graduation; therefore, I would like to intern, as a volunteer, in your office this summer and offer my dedication and hard work in exchange for the opportunity to learn from your office.

Last summer, I was a Child Advocate Intern at the West County Child Advocacy Center and I worked closely with attorneys and investigators throughout all stages of a child deprivation case: intake, interviewing witnesses, drafting motions, observing court proceedings, conducting legal research, and making reports that were submitted to the court. Among other experiences, a judge presiding over a case in which I was involved asked me to speak in court regarding a specialized legal topic. During my internship, I handled horrific cases such as severe physical abuse to infants, incest, and child rape. The gravity of evil I witnessed reaffirmed my desire to become a prosecutor and bring justice, especially for our helpless child clients. However, as a Child Advocate, my role was limited to helping the child and not the prosecution, which is something I hope to experience this summer.

I have shaped my academic curricula to best prepare me for a future career in prosecution. I have already completed Criminal Law and Evidence, and I will have completed Criminal Procedure and Capital Punishment prior to the start of my internship with your office. To gain hands-on experience, I am enrolled in Georgia Law's Prosecutorial Clinic, an intensive substantive and skills-focused study of prosecuting crimes specifically in Georgia.

The experience outlined in my attached résumé demonstrates my commitment to public interest law. In addition to experiences while in law school, from 2006 to 2008, I served as a trained court monitor for Mothers Against Drunk Driving (MADD) and retain my familiarity to the DUI cases I witnessed during that time. I believe my education and experiences demonstrate my potential to be useful in your office this summer, and I seek the opportunity to interview with your office and the Public Sector Career Fair so that I may discuss the passion and aptitude I would bring to my role as an intern with your department.

Sincerely,  
Elle Woods

Juris Doctorate Candidate, Class of 2011  
University of Georgia School of Law  
(555) 555-5555  
elle.woods@gmail.com

## Elle Woods

Permanent Address  
Marietta, Georgia 30062

(555) 555-5555  
elle.woods@gmail.com

### EDUCATION

<b>The University of Georgia School of Law</b> , Athens, Georgia	2008-2011
Juris Doctor Candidate	
<b>University Name</b> , City, State	2004-2007
Bachelor of Arts in Political Science with Pre-Law Concentration	
Graduated <i>Summa Cum Laude</i>	

### EXPERIENCE

<b>West County Child Advocacy Center</b> , City, State	2009
<i>Child Advocate Intern</i>	
<ul style="list-style-type: none"> <li>Assisted attorneys in deprivation cases for abused and neglected foster children</li> <li>Conducted field visits with attorneys and investigators observing the child client's placement</li> <li>Interviewed witnesses, case manager, foster parents, and therapists</li> <li>Made reports for admission into the court's record, drafted motions and subpoenas</li> <li>Researched juvenile law and prepared briefs that were submitted to the court</li> </ul>	
<b>District Attorney's Office for East Judicial Circuit</b> , City, State	2009
<i>Victim/Witness Advocate Unit Intern</i>	
<ul style="list-style-type: none"> <li>Observed and assisted advocates in crisis intervention, guidance, and counseling to victims and witnesses of felony criminal cases</li> </ul>	
<b>County Physician Group, P.C.</b> , City, State	2000-2008
<i>Administrative Assistant</i>	
<ul style="list-style-type: none"> <li>Inquired about patients' insurance eligibility; obtained referrals and processed claims</li> <li>Negotiated with insurance companies regarding disputed and unpaid claims</li> <li>Designed custom patient and intra-office forms tailored to the preferences of the physicians</li> <li>Formulated an innovative dispensing and storage system that organizes pharmaceutical drug samples and facilitates monthly inventories</li> <li>Acted as a patient advocate to ensure their social and physical wellbeing</li> </ul>	

### ADDITIONAL EDUCATION & TRAINING

<b>Georgia Law's Prosecutorial Clinic</b> , Athens, Georgia	2009-2011
<ul style="list-style-type: none"> <li>A three-semester seminar with hands-on and classroom training in the investigation, charging, and prosecuting of criminal cases in Georgia</li> <li>Skills training in preparation of making court appearances on behalf of the State at preliminary hearings, motion hearings, and trials (under the Third Year Practice Act)</li> </ul>	

**Working in the Public Interest Law Conference (CLE Accredited), Athens, Georgia** 2010

- Panels attended: Human Trafficking, Media Law, Immigration, and Child Advocacy

**Emory Law School's Summer Child Advocacy Program, Atlanta, Georgia** 2009

- Trained at Barton Child Law & Policy Clinic in social, medical, and legal issues pertaining juvenile welfare and law

**Working in the Public Interest Law Conference (CLE Accredited), Athens, Georgia** 2009

- Panels attended: Eyewitness Testimony, Juvenile Sentencing, and Sex Trafficking

**Stewards of Children Training** 2009

- Obtained a certificate from the Georgia Center for Child Advocacy for learning methods of child sexual abuse prevention

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## ACTIVITIES

**Fundraising & Publicity Chair of UGA Law Student Animal Legal Defense Fund** 2008-Present

- Working with local and national organizations to lobby for animal welfare issues
- Raised hundreds of dollars and pounds of food for local animal shelters by developing and administrating a fundraising event
- Created online public relations campaign to increase membership and general animal welfare awareness

**Community Outreach Spokesperson for Hispanic Law Student Association (HLSA)** 2008-Present

**Women Law Student Association (WLSA) Member** 2008-Present

**Working in the Public Interest (WIPI) Member** 2008-2009

- Researched field experts and communicated with panelists to support Georgia Law's student-led, CLE-credited, public interest conference
- Assisted with the sex trafficking panel's events and technical support

**Trained Court Monitor for Mothers Against Drunk Driving (MADD)** 2006-2008

- Compiled information from criminal DUI trials in the city of Atlanta to help raise awareness and improve the effectiveness of the judicial system

**Court Appointed Special Advocate (CASA) Volunteer** 2006

- Conducted surveys to generate a statewide media campaign about CASA's role in aiding abused and neglected children
- Attended the 2006 Georgia CASA Conference and participated in interactive workshops with a panel of judges about the philosophy of child welfare

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## SKILLS

**Languages:** Fully fluent in spoken Tagalog and conversational in Spanish

**Computer:** Experienced in use of STATA and MS Excel for calculating and graphing statistics

**JACK MCCOY**  
Permanent Address • Atlanta, Georgia 30350

January 8, 2010

Mr. City Contact  
City, Division of Sustainability  
Address  
City, ST 00000

Dear Mr. Contact:

I am enclosing my resume to you for consideration for a summer legal intern position with the City, Division. I am a second-year law student at the University of Georgia, and I received my B.A. from the University of College Name in 2007. My demonstrated dedication to protecting civil rights issues represents a key trait I would contribute as a City summer intern.

This past summer, I served as a legal intern at Earth Law in Accra, Ghana, where I obtained valuable experience applicable to City, Division. I advocated for the protection of communities and their human rights. As background for my advocacy, I researched, interpreted, and drafted documents to support sustaining communities and their surrounding environment within the framework of international law. The United Nations Environmental Programme included my work in their publication, "Biocultural Community Protocols: A Community Approach to Ensuring the Integrity of Environmental Law and Policy."

In addition to my accomplishments abroad, I believe that my extensive leadership background qualifies me for the position. This year I am the President of the Environmental Law Association, which works to increase public awareness of environmental issues. I am also interning this spring at the U.S. Department of Education and serve as an editor on the Georgia Journal of International and Comparative Law. Whether I am in Athens or Accra, I have proven myself as an effective organizer, who works well independently or in a team environment.

I welcome the opportunity to become a part of the talented work force at the City, Division. If chosen as an intern, I am confident that my strong background would cultivate a mutually beneficial relationship. I look forward to hearing from you soon, and thank you in advance for your consideration.

Best Regards,  
Jack McCoy

## JACK MCCOY

Permanent Address, Atlanta, Georgia 30301  
555.555.5555, jmccoy@uga.edu

### EDUCATION

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#### UNIVERSITY OF GEORGIA SCHOOL OF LAW – Athens, Georgia

J.D. Expected, May 2011

- Georgia Journal of International and Comparative Law
  - Notes Editor 2010-2011
  - Publication: Note, *Tile of Student Law Review Note* 39 GEORGIA JOURNAL OF INTERNATIONAL AND COMPARATIVE LAW No. 1 (Forthcoming, Fall 2010)
- Georgia Certified Mediator
- Environmental Law Association, President
- Equal Justice Foundation, Fellow
- Dean's Ambassador
- Jewish Law Students Association and Environmental Law Association, Member

#### UNIVERSITY OF ACCRA SCHOOL OF LAW – Accra, Ghana

J.D. Summer Program, Summer 2009

#### UNIVERSITY OF STATE NAME – City, State

B.A., Communication, *Cum Laude*, May 2007

- Order of Athena, Graduation Honoree
- Mortar Board, Initiate
- Alpha Gamma Iota, Community Service Chair

### EXPERIENCE

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#### U.S. DEPARTMENT OF EDUCATION – City, State

Legal Intern, Spring 2010

- Assist with projects related to critical education programs and initiatives, analysis, and policy development
- Prepare legal memoranda on topics such as school drug policies, special education mainstreaming requirements, and Title I public school funding procedures

#### EARTH LAW - Accra, Ghana

Legal Intern, Summer 2009

- Published in United Nations Environmental Programme, *Biocultural Community Protocols: A Community Approach To Ensuring The Integrity Of Environmental Law And Policy*
- Researched and prepared legal memos on environmental law, intellectual property, and indigenous rights
- Interpreted international legal documents in relation to the Convention on Biological Diversity
- Funded by the University of Georgia School of Law's Global Internship Program

#### PEER MEDIATION PROGRAM – City, State

President, Student Advisor, and Mediator, Spring 2004-Spring 2007

- Earned mediation certification under State's Dispute Resolution Program Act
- Successfully mediated and conducted follow-up for 100% of filed cases
- As organization's first president, led executive board in developing constitution and mission
- Incorporated public interest work as organization's core value

#### STEM CELL ADVOCACY PROJECT – City, State

Co-Founder, Spring 2007

- Lobbied Congress to advocate for the lifesaving potential of umbilical cord blood stem cells
- Worked throughout State promoting the lifesaving uses of umbilical cord blood stem cells

**HILLEL** – City, State

Jewish Peer Intern and Mitzvah Day Coordinator, Fall 2004-Spring 2006

- Promoted interest in Judaism within the Greek community and organized outreach to over 400 students
- Managed relationships with corporate and community partners, including Disney, to promote charitable events
- Unified region's universities to commit to community service with record attendance and impact
- Traveled to D.C. and Israel on scholarship to engage in service work and receive leadership training

## **COMMUNITY ENRICHMENT**

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**PRESCHOOL ACADEMY** – City, State

Afternoon and Substitute Preschool Teacher, Summers 2004-2006 and May 2007-May 2008

**JEWISH DAY CAMP** – City, State

Leadership and Community Service Programmer and Assistant Unit Head, Summers 2001-2003, 2005 and 2008

- Reinvented the camp's Staff in Training (SIT) program, independently developing innovative Jewish programming content to actively promote leadership, personal growth, and community service work

**INTERFRATERNITY COUNCIL** – City, State

Judicial Vice President, Special Cases Advisor, and Recruitment Counselor, Fall 2005-Fall 2006

- Authored the Sexual Harassment Incident Report Procedure, drastically reducing campus occurrences
- Enacted the Values Society to distinguish fraternity men who live by a higher standard as role models
- Provided knowledgeable expertise and ran recruitment for 700+ men participating in Formal Recruitment
- Led diversity initiatives including "Out & Greek: Being Gay, Lesbian, or Bisexual in a College Fraternity"

**UNDERGRADUATE STUDENT GOVERNMENT** – City, State

Director of the Leadership Funding Board, Fall 2006-Spring 2007

- Allocated \$55,000+ to leadership programs selected through a competitive application process

**ALPHA EPSILON PI FRATERNITY** – City, State

Standards Committee Representative, Fall 2003-Spring 2007

- Reviewed conduct and academic violations through a formal hearing and sanction process

**JOINT EDUCATION PROJECT** – City, State

Mentor and Tutor, Spring 2005-Fall 2006

- Worked with students to develop their reading proficiency and math skills, drastically improving test scores
- Taught middle school students math and science; served as a role model and mentor

**CAMP PROGRAM** – City, State

Volunteer Cabin Counselor at State's camp for children with juvenile diabetes, Summers 2004-2006

**CAMP PROGRAM** – City, State

Volunteer Cabin Counselor at State's camp, Summers 2005

**CAMP SMILES** – City, State

Volunteer Cabin Counselor at State's camp for children with cancer, Summer 2004

**HONOR SOCIETIES:** Vice President, Blue Key (College Chapter); Blue Key (UGA); Mortar Board; Blackstonians; Order of Omega; Gamma Sigma Alpha; Rho Lambda; Lambda Pi Eta; Alpha Lambda Delta

**AWARDS:** "Senior Who Made a Difference;" Alpha Epsilon Pi Outstanding Senior Scholarship; Leadershape Institute Scholarship; On Common Ground Award; Beth Saul Jewish-Greek Leadership Award; JCSC Self Discovery Award; Spirit Crown Recipient; "Funniest, Most Energetic, and Friendliest Counselor;" Counselor of the Year

**NATIONAL HONOR:** President George W. Bush Volunteer Service Award

### Letters of Recommendation

Some opportunities, such as fellowships and clerkships, will require the submission of 1-4 letters of recommendation. While it may be intimidating to ask for a letter of recommendation, building a relationship with the professor outside the classroom prior to the need for a recommendation arising helps relieve some of the awkwardness. This also helps the professor to have a better understanding of your career goals and strengths, which will lead to better letters of recommendation. A few general tips about seeking letters of recommendation are given below.

- Timeliness: The earlier you can ask the better. As soon as you know you're going to need a recommendation, you need to get the ball rolling. If you have a base letter of recommendation, it can be tweaked for different purposes, so it's okay to go ahead and ask for a recommendation even if you don't yet know for sure if you will need one for multiple purposes.
- Choosing a recommender: Choose the professor that knows you best over the "big name" professor who called on you once in class. Use academic recommendations as guidelines require, but also approach employers or clinical professors for a balanced assessment.
- Asking the professor: Email the professor to get on their calendar to meet with him in person and discuss the nature of the recommendation. Bring your resume, transcript, and writing sample. The more information professors have available to them, the better.
- Follow-up email: Follow up with a written request and cc the professor's administrative assistant. Specify any requirements about letter format and where it needs to go (e.g., know if clerkship recommendations should be submitted through OSCAR or to Tricia Hackleman).
  - If the recommendation is going to several places, check with the assistant to see the preferred way to send these addresses (e.g., within the email body or attached).
- Meet with the professor's assistant: Introduce yourself to the assistant around the time you are asking the professor for a recommendation. It's helpful for assistants to put a name with a face, and it'll benefit you later when the assistant is following up a dozen or more requests.
- Be polite! Assistants can't pull recommendations out of the air—they only have so much pull with their professors. They are best able to help you when you make your requests early and are polite in your communications with them, keeping in mind that during peak times (such as when OSCAR opens in September), they may be processing hundreds of letters. The assistant is going to be the advocate for you in terms of getting the recommendation from the professor.

### Writing Samples

A writing sample should only be given when requested. This is an opportunity to show an employer how you would perform on the job, so it is essential that your writing be clear, grammatically correct, free of typos, persuasive, and well-organized. Legal writing is best, unless a scholarly piece relates to the work.

Follow employer guidelines for the sample, and if you have to provide only a selection of a work in order to meet a requested page limit, provide background for the assignment and the section you have selected. Even if you have received a high grade on a legal writing assignment, it would be very wise to carefully review the work before submitting it to an employer. It may also be appropriate, and even encouraged, to submit a piece of legal writing which you wrote in an internship or clinic—but do not misrepresent group work as your own, and do seek permission from a past employer or supervisor before using work materials as a writing sample. Redact all sensitive and confidential information.

For students who feel they do not have a good writing sample, participate in writing competitions to create a sample that could also boost your résumé. Alternatively, when charting a work plan with an externship or work supervisor, state that it is one of your work goals to produce an independent piece of legal writing that you can use in future applications to demonstrate your writing and research skills.

## OPPORTUNITIES DURING THE SCHOOL YEAR

Classroom discussions take on a new dimension for many law students as they work with clients and learn the ropes of the legal system through hands-on experience in Georgia Law's established criminal and civil service learning programs. Practice areas address: criminal and juvenile law, indigent legal assistance, environmental and land use practice, agency and governmental representation, and private nonprofit service. Students develop invaluable practical skills such as interviewing, case appraisal, case planning and negotiation, dispute resolution and litigation advocacy. These skills are of great value to public interest employers, and clinic participation is arguably the most important academic step that a student can take to prepare for a career in public interest law. For students who have little prior experience, clinic work is an excellent way to build a resume. This also provides you with a great potential recommender—the clinical professor who will know both your academic and practical legal skills. While honors such as journal membership, working as a Teacher's Assistant, and top grades receive the lion's share of attention in discussions about career planning, many public interest employers, particularly nonprofit organizations, are much more interested in seeing candidates who have hands-on experience.

**You are limited to 16 hours of clinic work, though not all clinics count towards this limit.**

### Public Interest Practicum

Instructor: Alexander W. Scherr, Associate Professor and Director of Civil Clinics ([scherr@uga.edu](mailto:scherr@uga.edu))

Credits: 3 hours (does not count towards clinic limit)

The Public Interest Practicum, created in 1992, provides essential service as an adviser and ombudsman for the indigent, unrepresented and homeless population in the Athens area. Participants give legal information and social agency referrals to clients at homeless shelters and soup kitchens on matters such as housing, child custody, consumer debt, benefits and health care. They also educate school children about constitutional rights and the court system, provide social service and legal referrals to residents in Athens' impoverished areas, assist women in jail with childcare issues, help those with serious illnesses and provide outreach on legal issues for grandparents who are rearing their grandchildren. Generally held on Thursdays between 5.00-7.00pm in the fall and spring semesters, the Public Interest Practicum conflicts with few courses at Georgia Law and is a great introduction to a variety of public interest opportunities and relevant social issues.

### Criminal Programs

#### Criminal Defense Clinic

Instructor: Russell C. Gabriel, Director of Criminal Defense Clinic ([gabrielr@uga.edu](mailto:gabrielr@uga.edu))

Credits: 3 hours for Criminal Defense Clinic I, 4-6 hours for Clinic II

The Criminal Defense Clinics offer students the opportunity to represent indigent defendants in the criminal justice system. Students in the Criminal Defense Clinic work with the attorneys and investigators in the Western Circuit Public Defender Office (WCPDO), which handles criminal cases in the Superior, State, Juvenile, Magistrate and Municipal courts of Athens-Clarke and Oconee counties. Under the supervision of staff attorneys, law students assist with interviewing clients, investigating cases, preparing for court presentations, negotiating plea agreements and researching the law. Third-year students are permitted to practice under Georgia's Third Year Practice Act and represent WCPDO clients in jury and bench trials and in pre-trial hearings.

### **Prosecutorial Clinic**

Instructor: Alan Cook, Director of Prosecutorial Clinic ([acook@uga.edu](mailto:acook@uga.edu))

Credits: 2 hours for Prosecutorial Clinic I, 4-6 hours for Clinic II

The Prosecutorial Clinic integrates classroom instruction with an externship in a real prosecutor office. Students receive three consecutive semesters of classroom instruction beginning in the spring semester of their second year. During their third year, students perform an externship in one of several public prosecutor offices located in Northeast Georgia. During this externship, students have the opportunity to observe all phases of a criminal prosecution. They research various questions of law and draft legal memoranda and charging documents. Under Georgia's Third Year Practice Act, students are authorized to directly participate in conducting preliminary hearings, motion hearings, arraignments, juvenile adjudications, probation revocations, grand jury proceedings and even jury trials. You are not permitted to sign up for just one semester—full commitment from spring 2L year through Spring 3L.

### **Capital Assistance Project**

Instructor: Curtis Nessel, Director of Capital Assistance Project ([nesset@uga.edu](mailto:nesset@uga.edu))

Credits: 2 hours (does not count towards clinic limit)

Initiated in 1998 at the suggestion of the Supreme Court of Georgia, students work at agencies tasked with defending individuals charged with or convicted of capital crimes (mostly in Atlanta). Students undertake valuable research and writing projects to assist agency attorneys with these cases.

## **Civil Programs**

### **Appellate Litigation Clinic**

Instructor: Erica J. Hashimoto, Associate Professor of Law ([hashimo@uga.edu](mailto:hashimo@uga.edu))

Credits: 6 hours, 3 per semester (must be taken as a year-long course)

This clinic is designed to train students to be appellate litigators. It is a year-long clinic. You are not permitted to sign up for just one semester. It is open only to third year law students. Students will get three credits for each semester, and the class will meet for one two-hour seminar per week. The first semester will be pass/fail, and the second semester will have the traditional grading system. The clinic will essentially operate as a small firm and will accept clients with cases before both federal circuit courts of appeals and the Board of Immigration Appeals. Students will work in teams of two or three to review the record of the case, identify the issues that should be raised in the appeal, draft the briefs (both opening brief and reply brief), and do the oral argument if permitted and if oral argument is scheduled. The subject matter of the cases before the Courts of Appeals will vary, so you should expect to be able to handle any subject matter. Obviously, the cases before the Board of Immigration Appeals will be immigration cases (primarily appeals of deportation orders). Enrollment in the clinic is by application only. Applications must be submitted by the April deadline (specific date TBD).

### **Civil Externship Program**

Instructor: Alexander W. Scherr ([scherr@uga.edu](mailto:scherr@uga.edu))

Credits: 4-6, depending on commitment (10-20 hours per week)

The Civil Externship Clinic places students with supervisors in judicial, governmental agency and private nonprofit positions. Work includes both litigation and transactional practice. Students learn the fundamentals of lawyering and practical judgment by watching skilled lawyers and by practicing these skills under supervision. Students may either contact a public interest employer to arrange an

externship, or they may apply for a pre-arranged externship opportunity. Watch your email for announcements about application deadlines.

### **Environmental Practicum**

Instructor: Laurie Fowler, Director, Environmental Practicum ([lfowler@uga.edu](mailto:lfowler@uga.edu))

Credits: 3-4 hours

Through the Environmental Practicum, a joint course for law and ecology students, participants work to protect one of the nation's hot spots of diversity, the Upper Etowah River Basin. Students consult with area planners and developers to devise sustainable solutions to ecological concerns and have recently drafted legislation, later signed into Georgia law, to protect river corridors and farmland.

### **Family Violence Clinic**

Instructor: Susan Schaffer, Managing Attorney, Family Violence Clinic ([sgs@uga.edu](mailto:sgs@uga.edu))

Credits: 4-6 hours

The Family Violence Clinic trains law students to help abused spouses and children in two counties obtain civil protective orders. Law students respond to approximately 275 inquiries of domestic violence each year, allowing them to work both as lay advocates and as practitioners under Georgia's Third Year Practice Act.

### **Land Use Clinic**

Instructor: Jamie Baker Roskie, Managing Attorney, Land Use Clinic ([jroskie@uga.edu](mailto:jroskie@uga.edu))

Credits: 4-6 hours

This is a policy-based clinic that allows students to gain practical skills and provides them with knowledge of land use law and policy-making. Students work with local governments, state agencies, non-profits and landowners to devise practical solutions to local and state land use issues. Focuses include growth management, green space preservation, affordable housing, and other regulatory tools. Students meet in a weekly seminar covering substantive law, legal skills, regulatory drafting, and interdisciplinary subjects related to land use.

### **Mediation Practicum**

Instructor: Eleanor C. Lanier, Managing Attorney, Mediation Practicum ([elclanier@uga.edu](mailto:elclanier@uga.edu))

Credits: 3 hours

One of the school's newest public service courses, the Mediation Practicum trains students to become Georgia court-related mediators. Students who complete the course receive certification under standards set by the Georgia Office of Dispute Resolution. Students also participate in mediating cases in the local Small Claims Court regarding landlord-tenant, consumer and other matters. Given the immense popularity of the course, in previous years, only 3Ls have had sufficient allocation points to be able to enroll, though Georgia Law has been working to respond to the high demand for the course.

### **Special Education Practicum**

Instructor: Torin D. Togut, Adjunct Professor, Special Education Practicum ([ttoogut@uga.edu](mailto:ttoogut@uga.edu))

Credits: 2-4 hours

This program, the first of the Cousins Public Interest Fellowship projects, introduces students to negotiation and advocacy for children of indigent parents in special education cases. Law students learn about special education law and about the medical, psychological and social concerns that underlie special education cases. Additionally, they assist parents in negotiations with schools and attend mediations and administrative hearings as they arise.

## SUMMER OPPORTUNITIES

### Public Interest Organizations

Public interest organizations are not-for-profit organizations that research, advocate, and provide legal services based on a cause-specific mission. Well-known examples of national organizations include NAACP, ACLU, and Lambda Legal, but there are many, many more. As of 2008, there were 1.5 million nonprofit organizations in the United States, and many of these provide legal services or are otherwise engaged in legal advocacy. Summer internships with nonprofit organizations are generally unpaid, but this is not universally true. Even unpaid opportunities may offer certain benefits, such as transportation passes or a flexible work schedule. Moreover, positions with public interest organizations generally qualify for competitive fellowship funding sources.

#### Applying for opportunities

National and established organizations generally run internship programs where students can apply for spots through a formal process. If there's a specific organization you have in mind, the first places to check are the employer's website and employer reviews on MyGaLaw. Positions can also be found through LCS, career fairs, and external job boards (such as PSLawNet and Idealist).

#### Designing your own internship

Some students may have a specific project that they'd like to tackle for the summer, or they may wish to intern with organizations that don't have a formal internship program. This may sidestep the hassle of a competitive application process and allow you to know your plans sooner but also requires more effort upfront from the student. Once you have an organization in mind, make contact with a program manager to discuss your interest and the skills and experiences you would bring to the organization. If the organization expresses interest, follow up with an in-person interview at the organization's office (where feasible). Once they agree to take you on, it'd be good to sketch out a work plan prior to your start, as your work may be more self-directed than if you were part of an established program.

## Government

The process of applying for a government internship is as varied as the range of opportunities. For federal opportunities, the Arizona Government Honors and Internship Handbook is your lodestar. The guide is available at <http://www.law.arizona.edu/career/honorshandbook.cfm> (user: cookie, password: dough). Timelines and requirements for opportunities are given in the guide. There are some federal opportunities not in the guide, however, so also watch for opportunities through interview programs, career fairs, MyGaLaw, and online (<http://www.usajobs.gov/studentjobs/>). Some federal honors programs are paid but most federal summer opportunities are not.

For state and local government opportunities, you should take a multi-pronged approach. Apply for posted positions through interview programs, career fairs, MyGaLaw, and postings on official websites. Some state and local opportunities are paid; some are not—read postings closely or ask the contact person to know for sure. There's less flexibility to design your own internship with government employers than with public interest organizations, but you might have luck with county and city offices, particularly if you have a connection to the area. Resources for finding state opportunities can be found through PSLawNet's state-by-state guide:

<http://76.12.222.174/governmentemploymentresourcesbystate>

## Global Internship Program

Through the Global Internship Program, open to rising 2Ls and 3Ls, you can live abroad and work at one of more than 45 legal organizations in over 25 countries around the world. This 6-to-10 week program exposes students to international and transnational law through internships in foreign governmental agencies, academic centers, law firms, corporations and non-governmental organizations. The first 30 participants receive a \$1,500 stipend from the law school to offset travel and living costs, with the exception of the placements with the Attorney General of Guyana, which have a \$3,000 stipend from a sponsoring firm.

Program participants consistently report their global internship experiences to be among the most professionally and personally rewarding of their law school careers, and they often remark that it's the first experience they are asked to discuss in job interviews.

Among past placements are many public interest law opportunities, such as internships with:

- Supreme Court of Nova Scotia (Canada)
- Nova Scotia Legal Aid (Canada)
- Attorney General's Chambers (Guyana)
- ARCA/Heritage Watch (Italy)
- UNIDROIT (Italy)
- Helsinki Committee for Human Rights (Hungary)
- Center for African Studies (Belgium)
- Dubai Judicial Institute (United Arab Emirates)
- Commonwealth Human Rights Initiative (India)
- Commonwealth Human Rights Initiative (Ghana)
- Liberia Institute of Public Administration (Liberia)

For questions and information on how to apply to the Georgia Law Global Internship Program, contact Maria Eugenia Gimenez in Dean Rusk Hall ([mgimenez@uga.edu](mailto:mgimenez@uga.edu)). Learn more online and read blogs written by public interest students at <http://www.law.uga.edu/node/148>

## Judicial Clerking

A judicial clerk assists a judge in researching issues before the court. Post-graduate federal clerkships are highly prestigious opportunities that can vault graduates ahead in any area of law practice, and summer clerkships with any court can also be valuable experiences. Depending on the court in which they intern, summer clerks can develop their research and writing skills while gaining a better understanding of court rules and procedures, law in practice, and a region's social issues.

If you know that you'd prefer clerking above any other summer opportunity, you should schedule an appointment with Tricia Hackleman, Clerkship Advisor, during the fall semester. Note to students seeking summer opportunities: during busy times in the early fall, it may be more difficult to schedule an appointment as the Clerkship Advisor works with 3Ls seeking post-graduate clerkships.

A limited number of pre-approved, credit-granting summer clerk positions with judges in the Athens area are available through the Civil Externship (applications for summer due in March, interviews in early April). Some positions are also posted on MyGaLaw— check frequently for new postings. Beyond applying to listed positions, students should also research judges in the fall and call to learn about applying for summer clerkships. Do not anticipate being able to communicate about positions through

email. A phone inquiry followed up by a cover letter and resume sent via snail mail is the best approach for most judges, unless you are specifically instructed to do otherwise. Check with the Clerkship Advisor for advice in researching summer clerkship opportunities.

Summer clerkships are generally unpaid, and with the exception of academic credit, little outside support is available. For this reason, many students focus on opportunities in areas where they can have free housing or live in the apartment they're already renting. This means selection for positions in Athens and the Atlanta metro area can be very competitive. Students who have the connections to live and clerk in areas further away from law schools will have an easier search and may attain more prestigious positions—a less experienced 1L may have a better shot at clerking for a federal judge over the summer in Savannah than a very experienced 2L would have in Atlanta.

## Experience-Based Coursework

### **Civil Externships**

Students may apply for a limited number of pre-arranged summer externship opportunities at Georgia Law, or they may arrange their own internship with a public interest employer and submit a proposal for credit. Credit varies depending on hours worked. Applications and proposals are due in mid-March.

### **Summer Clinic Programs**

In addition to the clinics offered during the school year, students may also enroll in one of several clinics offered at Georgia Law in the summer to build experience while gaining academic credit. Clinics offered in 2010 included the Family Violence Clinic, Land Use Clinic, and Criminal Defense Clinic. If you are interested in participating in a clinic during a summer term, contact the clinic's director to learn about application procedures, credit hours available, and clinic schedules.

## FUNDING

### Academic Credit

One way of funding summer work is through academic credit, which allows students to receive financial aid for summer classes. Cost for summer enrollment is based on the number of credits received, and institutional merit aid awards are not applied to summer tuition costs. Enrollment in credit-awarding externships and clinics is limited. Students should apply for externship credit and outside funding at the same time to keep their funding options open, as neither source of funding is guaranteed.

### Split Summers

Some firms have split summer programs which allow summer associates to work at the firm for half the summer and receive a stipend for public interest work the other half of the summer. Alternatively, students who receive offers for summer firm work may request that they work less than full-time in the summer, for a reduced stipend, and use these earnings to fund living expenses while working in unpaid positions. If this is something you are considering, please contact LCS to have a discussion with a counselor who can provide insight as to how receptive your firm might be to such a proposition. Less formally, many public interest students work part-time in paid positions (e.g., for campaigns, temping, service industry) to help cover living expenses while they build career skills.

To learn more about official firm programs, see Yale's comprehensive guide to split summers at:

[http://www.law.yale.edu/documents/pdf/CDO\\_Public/Firms\\_Sponsoring\\_Split\\_PI\\_Summer.pdf](http://www.law.yale.edu/documents/pdf/CDO_Public/Firms_Sponsoring_Split_PI_Summer.pdf)

### Georgia Law Fellowships

#### Equal Justice Foundation Fellowships

Amount: \$1,500 (partial) or \$3,500 (full)— amounts subject to change depending on funds and demand

Number of awards: Depends on funding; in 2010, 12 grants (6 partial, 6 full) were awarded

Deadline: mid-March (check your email for announcements)

Website: <http://law.uga.edu/ejf>

Description: Funds rising 2L and 3L students working full-time (320 hours minimum) in non-paying public interest positions with nonprofit and government agencies. Students develop a proposal with a sponsoring host site, and a committee of student group leaders selects winners based on experience, current public service involvement, and career goals. Students receiving academic credit for their internships are ineligible to receive funding, but students are encouraged to apply for both credit and EJF funding at the same time, and must choose one if they are selected for both. Recipients must write a summary of their experience and must help gather auction items for the next year's auction.

#### Spurgeon Fellowship

Amount: \$4,500

Number of awards: 1

Deadline: mid-March (but not available every year, check your email for announcements)

Description: Georgia Law's top public service award funds one rising 2L or 3L student working full-time in a non paying public interest position. The application and criteria are similar to that of EJF fellowships, but the winner is selected by Edward Spurgeon, the former dean of Georgia Law. Students who are selected for both the Spurgeon and EJF funding must turn down EJF funding.

## National and International Fellowships

While funding for legal internships is limited, it is out there: a non-exhaustive list of general funding sources is given below. Funding from these sources may not be available every year—check the funder's website for up-to-date information.

For location- and office-specific funding sources, see PSLawNet for additional opportunities (<http://www.pslawnet.org/summerfundingresources>).

For funding international opportunities, see the LCS guide:  
<http://www.law.uga.edu/career/info/intlpubsvcopp0910-1.pdf>

### **Equal Justice Works Summer Corps**

Amount: \$1,000 education voucher to pay loans or tuition

Number of awards: 577 in 2010 (5 students at Georgia Law received awards in 2010)

Deadline: Applications are released in April and are due within 2 weeks of release

Website: <http://www.equaljusticeworks.org/programs/summercorps>

Description: Funding for students working in unpaid public interest positions with nonprofit host agencies. Students receiving academic credit or external funding are eligible to apply. Students must be interning with nonprofit organizations; with a few exceptions, government agencies may not host summer corps members. Visit the website for eligibility information.

### **Arthur C. Helton Fellowship Program**

Amount: \$1,000

Number of awards: 11 in 2010

Deadline: only first 50 applications considered, final deadline in mid-February

Website: <http://www.asil.org/helton-fellowship.cfm>

Description: Funds human rights projects with established educational institutions, international organizations, or non-governmental organizations working in areas related to international law, human rights, and humanitarian affairs.

### **Haywood Burns Memorial Fellowship for Social and Economic Justice**

Amount: \$1,000-\$2,000

Number of awards: 5-10 in 2010

Deadline: late February

Website: <http://www.nlg.org>

Description: Students apply for either an internship with a sponsoring organization or may submit a proposal for a student-initiated project.

### **J.W. Saxe Memorial Prize**

Amount: \$2,000

Number of awards: 12 in 2010

Deadline: March 15

Website: <http://www.jwsaxefund.org>

Description: Funds support undergraduate or graduate students enrolled in an accredited college or university seeking support for a public service internship. Must show demonstrated past, present, and future public service activity.

## OPPORTUNITIES FOR GRADUATES

### Post-Graduate Fellowships

Fellowships are one- or two-year programs that provide training to recent graduate and can be invaluable for entry into competitive fields. There are not many entry-level positions available with public interest organizations, and fewer still with international NGOs, so fellowships can be incredibly helpful in getting your foot in the door.

Fellowships support student-designed projects at a qualifying host site (e.g., Equal Justice Works Fellowship, Skadden, Fulbright, etc.) or provide a living stipend while participating in an established program (e.g., government honors programs, ACLU Immigrants' Rights Project Fellowship, etc.).

Students must begin researching opportunities during their second year of law school, as many applications are due the summer before or early fall of their 3L year. Student who decide to pursue this option at the beginning of their 3L year may realize that a great number of doors have already been closed to them. PSLawNet is where you should start your search, but also check with LCS and the career services websites of other law schools to get a thorough survey of opportunities.

### Judicial Clerkships

Georgia Law has one of the highest federal clerkship placement rates in the nation and has a wealth of resources to help students in getting placed with judges across the country. Everything you need to get your clerkship application process underway is available online: <http://law.uga.edu/judicial-clerkships>

Clerkships, like fellowships, require advance planning. Information sessions are held for 2Ls to give them an overview of guidelines and timelines. Aim to have a writing sample and 2-4 professors or professional references that you can approach for recommendations by the spring of your second year.

### Applying for Full-Time Positions

As with summer opportunities, you can find full-time public interest opportunities through interview programs, career fairs, MyGaLaw, employer websites, and other online job-finding tools. To make the most of your job search, you must network. Maintain communication with past employers and externship host sites to learn about openings and seek out professionals in your desired field for informational interviews.

You should also use your personal contacts in the legal field to learn salary ranges for the positions you seek. With federal government jobs, employers follow a set pay scale that uses variables such as work experience, honors, level of education, and region to determine your pay. For other public interest employers, however, pay can be highly variable. Just because you're not in it for money doesn't mean you shouldn't be appropriately compensated for your work in line with industry averages.

## LCS AND NALP POLICIES

The following information is also available online at: <http://www.law.uga.edu/lcs-and-nalp-policies>

Please review the LCS policies prior to registering for interview programs. Students and alumni utilizing any LCS services are responsible for knowing and following LCS policies.

All policies are designed to impose some fairness and equity on the hiring process, and to maintain the Law School's adherence with professional standards set by organizations such as the American Bar Association (ABA), the Association of American Law Schools (AALS), and the National Association for Law Placement (NALP). Students with questions about the interpretation or purpose of any policies should visit an LCS staff member to discuss their concerns.

### **Student Input**

Students with any questions or concerns about LCS policies or procedures are urged to discuss them with the Director, Associate Director or other LCS staff. In addition, students may have direct impact on the policies and services of the Legal Career Services Office by participating in the Student Bar Association's Legal Career Services Advisory Committee. Interested students should see the LCS Director or the SBA President for information.

### **Employment Tracking: Response to Surveys and Requests for Information**

One of the major responsibilities of the Law School and of the Legal Career Services Office is to provide accurate statistical information to law school applicants, the ABA, NALP, the media, the University, the Board of Regents, and others. Surveys distributed to law students requesting information on summer, part-time or permanent employment are required to compile accurate and complete information. We ask that you keep us informed of your employment status, not only because we must report employment statistics, but primarily because it will help us provide better services to you!

### **Resume Accuracy**

All law students are bound by the honor code and legal professional responsibility to present only true information on their resumes and other job application materials. If inaccuracies are discovered, the affected student may be required to correct the resume, to inform all employers who have received the inaccurate resume of the correction(s), and to submit proof of the corrections and employer notifications to the Legal Career Services Office. In addition, the honor court may be notified of breeches in resume accuracy.

## Interview Policies

The Office of Legal Career Services has specific policies that pertain to on-campus interviews and job fairs, and adheres to the Principles and Standards of the National Association for Law Placement. In order to show courtesy to employers and to their classmates, students are expected to exhibit professional behavior by adhering to all interviewing policies, deadlines and standards.

### NALP Principles and Standards

The National Association for Law Placement (NALP) provides Principles and Standards for employers, law students and law schools, designed to inject some order and fairness into the hiring process. These Principles and Standards offer guidelines for professional behavior, and provide dates and deadlines for the timing and acceptance of offers for both summer and full-time positions. Students should review these Principles and Standards at the NALP website (<http://www.nalp.org>). Use of the Legal Career Services Office affirms one's intent to comply with the NALP Principles and Standards.

### Fall On-Campus Interview Limit

In order to try to make interviews accessible to as many students as possible, students participating in the fall on-campus interview program are requested to accept a total of 25 fall on-campus interviews. Students are responsible for maintaining a record of OCI interviews they accept and self-monitoring so as not to exceed the limit of 25 fall OCIs. If a student approaches the 25 interview limit and feels there is a need to exceed the limit, they should meet with the Director in order to get permission to exceed the limit.

### Cancellation of Interviews

In order to allow adequate time to schedule alternates, students who wish to cancel an interview are asked to do so at their earliest possible decision point, and in any event no later than two full work days in advance of the interview date. It is important that employers be assured full interview schedules and that other students be given sufficient opportunity to sign up for interview slots; please be aware also that interview schedules are often sent to employers the day before interviews and any late changes may be noticed by them.

### Signing up for On-Campus Interview Slot in a Timely Manner

Students who have been selected for an on-campus interview are responsible for signing for an interview slot on the posted interview selection form on My Georgia Law as early as possible, and no later than two work days prior to the interview. Two work days prior to the interview, any unclaimed slots may be made available to alternates. Any students with unusual circumstances that may delay them in signing for an interview timeslot should communicate as early as possible with the Director, Associate Director or another member of the LCS staff in order that they can assist in working through the scheduling process.

### Confirmation/Cancellation of Job Fair/Off Campus Interviews

By registering for a job fair, you are stating that you are available for an interview at any time on the job fair date; because these off-campus interview programs are coordinated among many sponsoring schools scheduling requests cannot be accommodated. Cancellations will be allowed only in compliance with each job fair's confirmation/cancellation deadlines and policies. Many of these interview programs allow no cancellations for any student selected for more than one interview. Please be aware that UGA Law School's continued participation in each interview program is contingent upon our students' satisfactory adherence to that interview program's policies.

### **Missed Interviews (No-Shows)**

UGA law students are known for being courteous to employers and to each other throughout the interview process and it is important to safeguard this reputation. Students who miss interviews they did not cancel are exhibiting unprofessional behavior to both the employer and their fellow students. Any student who misses an interview should see the Director immediately in order that steps can be taken to repair the situation quickly. The student will then write a letter of apology to the interviewer within three work days after the interview date; LCS will mail the letter and place a copy in the student's LCS file in order to show that remedial action was taken. Following a second no-show, a student may be barred for the remainder of the academic semester from further on-campus interviews and participation in off-campus interview programs in which the UGA Law School is involved. Failure to send a timely and appropriate apology for a missed interview may lead to the same sanction.

### **Non-Discrimination Policy**

The following non-discrimination statement is in compliance with the mandates of the Association of American Law Schools (AALS), of which the University of Georgia School of Law is a member:

"In compliance with The University of Georgia policy, accessibility to all programs operated by this institution is guaranteed to all otherwise qualified persons. Therefore, there shall be no discrimination on the basis of race, national origin, religion, creed, sex, sexual orientation, age, disability, or veteran status, in either the selection of students for participation in the program, or as to any aspect of the program; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself, preclude the student's effective participation in the program."

Employers who utilize the Legal Career Services Office are required to sign the non-discrimination statement to demonstrate their compliance. Students who feel that an employer may have demonstrated discriminatory or suspect hiring practices are urged to discuss their experience(s) with the Director immediately.

## ADDITIONAL RESOURCES

### **Career Resources Libraries (Highly Recommended)**

PS Law Net Career Library

<http://76.12.222.174/publicservicelibrary>

Yale Public Interest Career Guides

<http://www.law.yale.edu/studentlife/CDOGGuides.htm>

Harvard Specialty Guides & Cheap Living Handbooks

<http://www.law.harvard.edu/current/careers/opia/planning/career-resources/publications.html>

### **General Career Guides**

<http://www.law.georgetown.edu/opics/documents/OPICSPublicSectorJobApplicationGuide.pdf>

[http://76.12.222.174/uploads/Yale\\_Public\\_Interest\\_Guide\\_09-10.pdf](http://76.12.222.174/uploads/Yale_Public_Interest_Guide_09-10.pdf)

### **Career-Specific Guides**

LGBT Advocacy

[http://76.12.222.174/uploads/HLS\\_GLBT\\_2008.pdf](http://76.12.222.174/uploads/HLS_GLBT_2008.pdf)

Immigration and Refugee Advocacy

[http://76.12.222.174/uploads/HLS\\_Immigration\\_Refugee\\_Law.pdf](http://76.12.222.174/uploads/HLS_Immigration_Refugee_Law.pdf)

International Law

<http://www.law.uga.edu/career/info/intlpubsvcopp0910-1.pdf>

Prosecutorial Work

[http://www.law.uga.edu/career/info/Guide\\_to\\_Prosecutor\\_Employment.pdf](http://www.law.uga.edu/career/info/Guide_to_Prosecutor_Employment.pdf)

Public Defender

[http://www.law.uga.edu/career/info/NYU\\_PD\\_Handbook--public\\_version\\_August\\_2008.pdf](http://www.law.uga.edu/career/info/NYU_PD_Handbook--public_version_August_2008.pdf)

<http://www.law.harvard.edu/current/careers/opia/planning/career-resources/docs/guide-public-defender.pdf>

### **Résumés**

List of actions words:

<http://www.law.harvard.edu/current/careers/opia/landing-your-job/action-verbs.html>

### **Cover Letters**

Guides and samples:

<http://www.law.berkeley.edu/1147.htm>

<http://www.law.harvard.edu/current/careers/opia/landing-your-job/sample-cover-letters.html>

<http://www.law.duke.edu/career/profdev/coverletter>

**Funding**

<http://law.du.edu/images/uploads/fellowshipInfo.pdf>  
<http://www.pslawnet.org/summerfundingresources>

**Postgraduate Fellowships**

<http://www.pslawnet.org/postgraduatefellowships>  
<http://www.law.georgetown.edu/clinics/cjc/prettyman.html>  
<http://www.equaljusticeworks.org/programs/fellowships>  
<http://www.skaddenfellowships.org/>

**Public Interest Job Search Sites**

<http://www.pslawnet.org>  
<http://www.idealyst.org>  
<http://www.nlada.org/jobop.htm> (Public Defender)  
<http://www.law.arizona.edu/career/honorshandbook.cfm> (Federal Government)  
<http://www.usajobs.gov> (Federal Government)