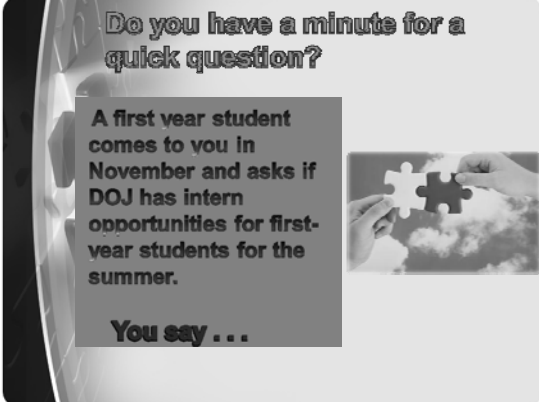




**VOLUNTEER INTERNSHIPS PAY -
PARTICULARLY AT DOJ !**

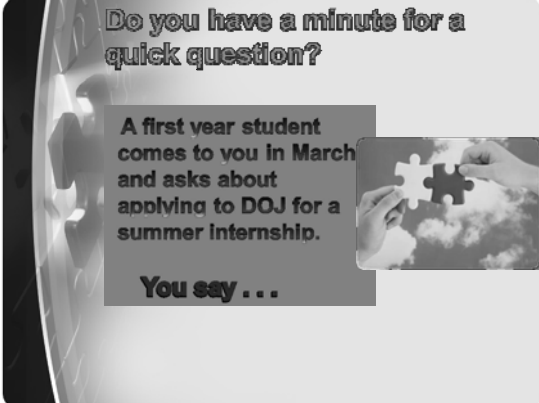
Suzanne Bell & Jeanne Svikhart
Office of Attorney Recruitment and Management



**Do you have a minute for a
quick question?**

A first year student
comes to you in
November and asks if
DOJ has intern
opportunities for first-
year students for the
summer.

You say . . .



**Do you have a minute for a
quick question?**

A first year student
comes to you in March
and asks about
applying to DOJ for a
summer Internship.

You say . . .

Do you have a minute for a quick question?

A full-time LL.M student would like to work as an intern at DOJ, either as a volunteer or for compensation.

You say ...



Do you have a minute for a quick question?

A third year student wants to know if there are opportunities to work as an intern for a U.S. Attorneys' office for the spring semester.

You say ...



Do you have a minute for a quick question?

Can I work as a volunteer if I have graduated from law school?

You say ...



Summary Points

- 1800 volunteer internships annually
 - Fall, Spring, Summer
- Apply EARLY (3 months in advance)
- Apply separately for each position
- www.justice.gov/oarm/arm/int/internsum10.htm
- Must be U.S. citizen for Criminal Division, National Security Division, EOIR, and U.S. Attorneys' Offices

What the numbers say . . .

- Academic Year:
 - 5-10 applications for each opening
 - Focus on local schools
- Summer:
 - 100+ applications for each opening
 - National reach

What about the cover letter?



- No longer than one page
- Include the facts:
 - when available
 - if seeking academic credit
- Highlight what you bring to the table: relevant clinics or experience, skills relevant to position
- Tie to organization's mission but avoid "ideally suited"

What Do You Look For?

▪ "I look for indicators that they have been in challenging environments; Peace Corps, Teach for America, Sales, because we are looking for litigation potential."

▪ "I look for individuals who are cosmopolitan, well-traveled, have worked for an international organization, have an international perspective and cultural awareness, and language skills."



What Do You Look For?

▪ "I look for demonstrated interest in environment, strong academics, research and writing, law journal, moot court, an interest in litigation, and internships with judges and public interest organizations."

▪ "Writing is more important to me than top grades. My ideal is someone who can write well, has decent grades, has worked hard, has juggled a lot of balls, is self-directed and self-reliant, and has substantial work experience in a variety of jobs. I am looking for people who know how to work and manage their time because I don't have time to teach them.."



Telephone Interviews

"Most students do pretty well but there are always a few who talk themselves out of a job."



The Right Mindset

"The internship is really a protracted interview."



How Do You Want To Be Remembered?

- ◆ "Lazy Boy"
- ◆ "Dorito Man"
- ◆ "The Shadow"
- ◆ "Miss Deadline"
- ◆ "Facebook Fanatic"



How To Maximize Opportunity

- Get known.
- Mindset: How can I help/contribute?
- Ask questions but be smart about it.
- Build an advisory team.
- Don't be a drag on the supervisor or office.
- If interning for credit, make it easy on the supervisor.

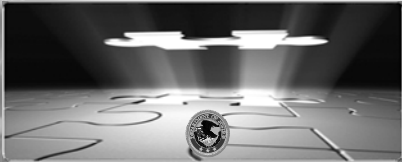


How To Stand Out



- Write well
- Be responsible about projects and deadlines
- Treat everyone with respect
- Spend the right amount of time on projects
- Take advantage of every opportunity
- Be a help, not a hindrance
- Be pro-active

Before you leave



- Get a writing sample approved
- Ask for an exit interview
- Ask for a letter of reference
 - Bring a list of your assignments
- Thank everyone for the great experience

If you have any questions . . .

- Go to our website at:
 - www.justice.gov/oarm
- OR
- Contact Jeanne Svikhart at:
 - 202-514-8904
 - Jeanne.Q.Svikhart@usdoj.gov
