

NAVIGATING NEW PATHS NALP ANNUAL EDUCATION CONFERENCE

April 25–28 **2023**
Vancouver, BC
Vancouver Convention Center



FROM LAW TO POLITICS: HOW TO GET INTO THE ROOM WHERE IT HAPPENS

TIPS AND REMINDERS for CAPITOL HILL JOBS

Application Process – Resume, Cover Letter, and Interview Strategies

- Show commitment to public service
- Determine whether the position is partisan or not and tailor application materials appropriately
- Be AWARE of things that could potentially be seen as controversial on your resume
- A “federal government resume” is not required for legal positions on Capitol Hill
- Research the employer and make sure you identify and incorporate the employer’s mission statement or the committee’s stated goals when drafting materials and preparing for interviews
- During interviews, show respect for leadership and the mission of the office – know your audience and know your role

Public Trust and Security Clearances

- Before applying, determine whether position will require a security clearance
- All government positions—including legal internships—will undergo either a background check or a security clearance investigation
- **Public Trust**
 - A type of background check, NOT a security clearance investigation
 - Requires selected candidate to complete an SF 85P, which includes questions on financial delinquencies, foreign contacts, and illegal drug use in the last 7 years
 - Law school internships can and usually do require, at minimum, an SF-85P
- **Secret Clearance and Top-Secret Clearance**
 - Requires selected candidate to complete an SF 86, which asks for illegal drug use, financial delinquencies, mental health counseling, alcohol related incidents and counseling, civil court actions, misuse of computer systems, and subversive activities for the past 7-10 years (with some questions having no time limit)
 - Law school internships can require an SF-86, especially when dealing with national security

Be Aware of Timelines and Deadlines

- Most representatives take law students for fall, spring, and summer internships and look at applications on a rolling basis—even when there is a deadline in the posting
- Fellowship positions are usually posted EARLY and with SHORT TURNAROUNDS

Identify and Use Your Connections

- Most State and local representatives
- Local, state, and national campaigns
- Unexpected intersections between sectors

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JOB SEARCH RESOURCES

Capitol Hill

- **U.S. House of Representatives Employment Information:** <https://www.house.gov/employment>
- **U.S. House of Representatives Employment Bulletin:** <https://www.house.gov/employment/positions-with-members-and-committees/subscribe-to-the-house-employment-bulletin>
- **U.S House or Representatives Office of Diversity and Inclusion:** <https://diversity.house.gov/employment/interns>
- **U.S. Senate Employment Page:** https://www.senate.gov/pagelayout/visiting/h_multi_sections_and_teasers/employment.htm
- **Senate Employment Bulletin:** <https://www.senate.gov/employment/po/positions.htm>
- **U.S. Senate Placement Office:** <https://www.senate.gov/employment/po/internships.htm>
Internships, entry-level and professional staff vacancies with Senate and Committees.
- **Library of Congress:** <https://www.loc.gov/careers>
- **Tom Manatos:** Nationwide search engine for permanent positions, fellowships, and internships on Capitol Hill – <https://www.tommanatosjobs.com/>
- **Brad Traverse:** Nationwide search engine for Capitol Hill, government, political, and policy work, including internships, permanent positions, and J.D. advantage positions – <https://www.traversejobs.com/>
- **Daybook:** Nationwide search engine for legal and JD advantage positions – <https://www.daybook.com/listings>
- **Hill Zoo:** Opportunities in federal political offices and organizations. Also includes apartments for rent – www.hillzoo.com
- **The Hill:** Online Washington, D.C. newspaper that covers news and policy and has job postings – <http://thehill.com>

Campaign Committees

- **Democratic National Committee (DNC):** <https://democrats.org/take-action/work-with-us/>
- **Republican National Committee (RNC):** <https://gop.com/jobs/>
- **Democratic Congressional Campaign Committee (DCCC):** <https://dccc.org/jobs/>
- **National Republican Congressional Committee (NRCC):** For permanent positions – <https://www.gopjobs.com/company/national-republican-congressional-committee>; For internship program – <https://act.nrcc.org/internship-application>
- **Democratic Senatorial Campaign Committee (DSCC):** <https://www.dsc.org/about-us/jobs/>
- **National Republican Senatorial Committee (NRSC):** <https://www.gopjobs.com/company/national-republican-senatorial-committee-nrsc>

Administration

- **USAJobs:** The federal government's official employment site for both permanent positions and internships – <https://www.usajobs.gov/>. For legal internship and Honors program information – <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/>
- **White House Internship Program:** <https://www.whitehouse.gov/get-involved/internships/white-house-internship-program/>
- **White House Fellowship Program:** <https://www.whitehouse.gov/get-involved/fellows/>
- **White House & Administration Political Appointee/Presidential Appointments (Non-Career) Job Application process:** <https://presidentialtransition.org/faqs-for-prospective-appointees/>
- **Office of the U.S. Trade Representative Internships:** <https://www.whitehouse.gov/get-involved/internships/ustr-internships/>
- **Office of the Administration Internships:** <https://www.whitehouse.gov/get-involved/internships/oa-internships/>
- **Office of Management and Budget Internships:** <https://www.whitehouse.gov/get-involved/internships/omb-internships/>
- **Council of Economic Advisers Internship:** <https://www.whitehouse.gov/get-involved/internships/cea-internships/>
- **Office of Science and Technology Policy Internships:** <https://www.whitehouse.gov/get-involved/internships/ostp-internships/>
- **Office of the National Cyber Director Internships:** <https://www.whitehouse.gov/get-involved/internships/oncd-internships/>
- **Presidential Management Fellowship (PMF):** <https://www.pmf.gov/>
- **Department of Justice:** <https://www.justice.gov/careers/search-jobs>
- **United States Peace Corps:** <https://www.peacecorps.gov/bold/>

State/Local Government

- **Government Jobs:** Nationwide online service with government job postings and contact information that includes city and county positions as well as federal – www.governmentjobs.com
- **State Jobs:** View job listings by state or industry, including permanent positions and internships in state and local government, as well as in industry/companies – www.50statejobs.com
- **Individual State Job sites,** such as jobs.myflorida.com, <https://www.jobcenterofwisconsin.com>, and <https://dbm.maryland.gov/jobseekers/>
- **Statewide Government Jobs:** Provides state government links for all 50 statewide offices, legislative branch, judicial branch, executive branch, boards & commissions, and more – www.statelocalgov.net
- **Careers In State Government.Com:** On-line job board devoted to public-sector employment – <https://www.careersingovernment.com/find-jobs/>
- **National Conference of State Legislatures:** Job clearinghouse for state legislature positions, both legal and non-legal, and public policy positions – <https://www.ncsl.org/legislators-staff/legislative-staff/jobs-clearinghouse-service.aspx>

Public Interest/Nonprofit/Associations

- **Public Service Job Directory (PSJD):** National online resource where law students and attorneys can find public service employment opportunities including paid and unpaid law clerk positions, attorney positions and post-graduate fellowships. Great resource for employer research as well – www.psjd.org
- **American Society of Association Executives:** <https://www.asaecenter.org>
- **State-specific Societies of Association Executives,** such as <https://www.fsae.org>
- **Catch A Fire.Org:** Matches professionally skilled volunteers with nonprofits and social enterprises for short-term and long-term opportunities – www.catchafire.org
- **Opportunity Knocks:** Search engine for nonprofit jobs and career opportunities – www.opportunityknocks.org
- **Idealist:** Public service legal careers – www.idealists.org
- **Nonprofit Career Network:** Alphabetical directory of nonprofit organizations – www.nonprofitcareer.com/
- **NonProfit Jobs.Org:** Job listings searchable by job type, job title, salary, skill, and location – <https://nonprofitjobs.org>
- **Nonprofit Job Source:** Job search engine – <http://www.nonprofitjobsources.com>
- **Society for Nonprofit Organizations:** <https://www.snpo.org/index.php>



2023

Legislative Session Support

FSU Law Students Available for Spring 2023 Legislative Session

FSU Law students are distinctly well-suited for internships offered by associations, governmental affairs consultant practices and law firms with legislative affairs divisions. The law school requires first-year students to take Legislation and Regulation course work, offers a practical skills-training course in Florida Legislative Practice, and offers a bill drafting course. Additionally, many of our students intern with the courts, DOAH, regulatory agencies, the Florida Legislature and the Governor's Office, as well as with interest groups, lobbying firms and law firms. Our students bring knowledge and "on-the-job training" to support legislative advocacy efforts, providing skills such as:

- Legal and legislative research and writing
- Critical thinking and problem-solving
- Public speaking and advocacy
- Legislative monitoring, analysis and engagement
- Drafting briefing books and talking points
- Providing summaries of legislative activity

A large number of FSU Law students have expressed a desire to work in the areas of government, public service or public interest.

Organizations and firms are well positioned to capitalize on the talent and energy of the next generation of legal minds. And our students will derive tremendous benefit from exposure to the rewarding and challenging world of professional associations and governmental affairs as a career choice.

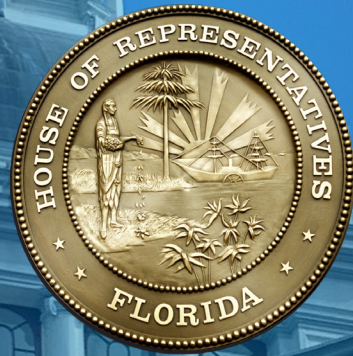
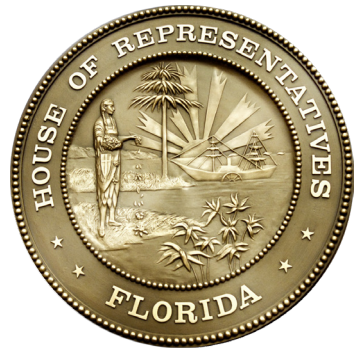
Please contact FSU Law Associate Dean Henley at DHenley@law.fsu.edu, or call FSU Law Career Services at 850-644-4495 to discuss posting an internship or legislative session support position.

Jobs can also be posted by visiting the [FSU Law Website/Careers/Employers/Job Posts](https://fsu.forms-db.com/view.php?id=29436) at fsu.forms-db.com/view.php?id=29436

Gear up for the 2023 Legislative Session by hiring FSU Law students for session support.

Florida House of Representatives

Legislative Fellows Program



The Legislative Fellows Program provides college graduates pursuing a graduate degree with an opportunity to experience the legislative process and public policy making.

[MyFloridaHouse.Gov/Fellows](https://www.MyFloridaHouse.Gov/Fellows)

Florida House of Representatives
Office of Administration &
Professional Development
Legislative Fellows Program

Pamela Davis Greene, Staff Director
1201 The Capitol
402 South Monroe Street
Tallahassee, FL 32399-1300
850.717.5200 phone
850.487.6440 fax

FellowsProgram@MyFloridaHouse.Gov
[MyFloridaHouse.Gov/Fellows](https://www.MyFloridaHouse.Gov/Fellows)



2022 Organization Session

The Beginning

The Florida House of Representatives provides many opportunities for men and women to serve the State's vast and multifaceted citizenry.

In 1967, then Senator Lawton Chiles sponsored a bill creating an Intern Program for the Florida Legislature as a means by which young adults are introduced to the legislative process. The program's mission is the same today as it was then: to provide college graduates pursuing a graduate degree with an opportunity to experience the legislative process and public policy making.

For over 50 years, more than 900 young adults have gained immeasurable insight regarding the inner workings of government, and many have gone on to use this experience in their professional life.

The Experience

Participants are assigned to House committees, subcommittees, and leadership offices. Under the guidance of senior House staff, assignments may include research, bill drafting and analysis, oversight activities, and other tasks relating to policy or fiscal areas.

The Program not only gave me the best crash course in state government I could ask for, it also significantly influenced the development of my career. I highly recommend the Program for anyone with an inkling of an interest in public policy and politics: the Program is challenging and fulfilling, and offers students a rare and valuable front-row seat to state lawmaking.

Adrian Lukis, Class of 2012-2013

Former Chief of Staff, Executive Office of the Governor

How to Apply

Complete the Legislative Fellows Program Application Packet available for download at MyFloridaHouse.Gov. Materials can be emailed to FellowsProgram@MyFloridaHouse.Gov, faxed to 850.487.6440, or mailed to the Florida House of Representatives, Office of Administration & Professional Development, Legislative Fellows Program, 1201 The Capitol, 402 South Monroe Street, Tallahassee, FL 32399-1300.



Speaker Paul Renner

Rate of Pay/Hours of Work

The rate of pay is \$15.00 per hour. Work must be performed during regular business hours. From **October 13 through December 31, 2023**, participants work 20 hours per week. From **January 2 through March 22, 2024**, participants work 30 hours per week to assist with the increased session workload.

Tuition or Stipend Benefit

Participants receive payment of up to 18 hours of graduate tuition at Florida in-state rates during the time of the fellowship (Fall '23 and Spring '24) or receive a monthly stipend of \$500 from **October 13 through December 31, 2023**, and \$800 from **January 2 through March 22, 2024**.

Eligibility Requirements

Applicants must be a Florida resident or be enrolled in a Florida school at the time of application. Applicants must have received their bachelor's degree and be enrolled in a graduate program prior to beginning the Legislative Fellows Program. Law school students must be a 2L or 3L to be considered for the program.

The 2024 Legislative Session is from January 9 through March 8, 2024.

What to Submit

✓ The Florida Legislature Employment Application with Fellows Addendum

✓ Faculty/Employer Recommendations

Recommendations are required from two faculty members and one employer (if available) familiar with the applicant's work and ability. Faculty/Employers may attach an additional letter of recommendation to the appropriate forms. Completed recommendation forms should be received by **March 31, 2023, Noon**. It is the applicant's responsibility to submit these forms by the deadline.

✓ Transcripts

Submit one copy of cumulative transcripts (graduate and undergraduate). Electronic or photocopies of transcripts may be submitted.

✓ Writing Sample*

Answer the following questions in essay format:

- Why are you applying to the Legislative Fellows Program and what do you expect to gain from your experience?
- Why did you choose to pursue your present course of study and what are your career plans?
- How will this experience benefit your career goals?
- What is your perception of the Florida Legislature?

Upon request, you may be asked to submit a typed, academic, unpublished paper or brief.

**Applicants must write and edit their own writing samples.*

✓ Test Scores

Submit a copy of Law School Admission Test (LSAT) score, Graduate Record Examination (GRE) score(s) or Graduate Management Admission Test (GMAT) score, if taken, with your application. These scores may be electronically submitted or photocopied and do not have to be sent from the Educational Testing Service. Graduate exam scores are not required to apply for a fellowship.



Class of 2021-2022
with Speaker Chris Sprowls

The Calendar

Early Spring - Announcement

Program announcements and application forms are sent to university faculty, staff and other interested parties. Online Applications are available at MyFloridaHouse.Gov.

March 31, 2023, Noon - Application Deadline

Early Summer - Interviews

Selected applicants are scheduled for interviews.

Mid-Summer - Notification

Finalists are notified of their acceptance into the Legislative Fellows Program.

October 13, 2023 - March 22, 2024

Inclusive dates of the Legislative Fellows Program.

View official dates and deadlines and download the Legislative Fellows Program application packet at MyFloridaHouse.Gov/Fellows

Deadline: March 31, 2023, Noon

Florida House of Representatives

Office of Administration &

Professional Development

Legislative Fellows Program

1201 The Capitol

402 South Monroe Street

Tallahassee, FL 32399-1300

FellowsProgram@MyFloridaHouse.Gov

MyFloridaHouse.Gov/Fellows