



CAREER SERVICES OFFICE – 2007 Fall Recruitment Schedule

UPDATED OCTOBER 9, 2007

Added to the schedule: NYS Office of the Attorney General Interviewing 2L and 3L students on Wednesday, October 31 – see page 5 for details.

Please Note: QUEENS COUNTY DISTRICT ATTORNEY Changed its On-campus Interview Date to - Thursday, October 18

Please Note: CERTILMAN BALIN ADLER & HYMAN, LLP – changed OCI date to Tuesday, October 16.

This Schedule contains specific information about employers who are recruiting this summer and fall for summer and post-graduate positions beginning next year. **Please read all of these materials carefully**, including the enclosed cover letter and handouts, as many opportunities have strict deadlines. If you are in doubt about anything regarding fall recruiting, please contact the Career Services Office (“CSO”).

General Instructions

1. Every student should have his or her resume and cover letter reviewed by a CSO counselor *prior to* submitting them to an employer. One typographical error or a format that appears unusual to an employer will give the employer cause to reject it.
2. When submitting application materials, be sure you meet the employer’s hiring criteria, including graduating class.
3. Cover letters are generally **not** submitted with resumes for on-campus or resume collection employers. However, there are exceptions.
4. Please research employers to learn what they do before applying for positions with them. Reviewing employer websites is one method, but CSO has materials, like the *NALP Directory of Legal Employers*, to help you.
5. Should you be required to provide a law school transcript to an employer, requests should be made through the Registrar’s Office by submitting a *Transcript Request Form*. Please anticipate a two or three day wait to receive your transcript. If asked for an official transcript, see a CSO counselor. **Unless you are specifically told otherwise, a photocopy of an unofficial transcript is sufficient for an employer.**

ON-CAMPUS INTERVIEWS

The following is a list of employers who will be *interviewing students on campus*. Please carefully note which class years the employer is requesting, as well as specific qualifications and application procedures.

1. Research the employer carefully to determine if you are genuinely interested in the position.
2. Drop the required application materials off in CSO. Separate application materials for each employer are required.
3. Please check with CSO and your mailbox to see if the employer has selected you for an interview.
4. If selected, ***immediately sign up in the CSO for an interview time***, and then research the employer in detail in order to prepare for the interview.
5. Schedule an interview preparation session with a CSO counselor prior to your interview.
6. If you are unable to keep an interview appointment, ***you must notify the CSO in advance***.

EMPLOYER	APPLICATION DEADLINE	INTERVIEW DATE	CLASS	QUALIFICATIONS/HIRING CRITERIA	APPLICATION PROCEDURES
Cullen and Dykman LLP Garden City, Brooklyn, Brooklyn Heights, New York, NY	July 20	August 7	2009 2008	Required: Top 25% of class and Law Review	Resume and law school transcript to CSO
L'Abbate, Balkan, Colavita & Contini LLP Garden City, NY <i>Please note: Those selected by L'Abbate, Balkan, Colavita & Contini must bring the following to the interview: writing sample.</i>	July 30	August 14	2008	Required: Top 50% of class. Preferred: Law Review or Moot Court.	Resume and law transcript to CSO
Nixon Peabody LLP Garden City, NY, New York, NY, Rochester, NY, Boston, MA, Washington, DC <i>Please note: Those selected by Nixon Peabody must bring the following to the interview: writing sample and contact information for three academic or professional references.</i>	July 31	August 16	2009	Required: Top 5% of class, Preferred: Law Review or Moot Court.	Resume, law school transcript, and brief cover letter indicating office(s) interested in to CSO
Dickstein Shapiro Morin & Oshinsky LLP New York, NY	August 23	September 10	2009	Preferred: Top 20% of class, Law Review or Moot Court	Resume, law school transcript, writing sample to CSO

ON-CAMPUS INTERVIEWS

EMPLOYER	APPLICATION DEADLINE	INTERVIEW DATE	CLASS	QUALIFICATIONS/ HIRING CRITERIA	APPLICATION PROCEDURES
Murray & Hopkins Hauppauge, NY	August 23	September 10	2009 2008	Preferred: Top 50%, Law Review and/or Moot Court, Tax or Construction experience, Spanish speaker www.Murrayandhopkins.com	Resume, law school transcript, list of references, and writing sample to CSO
New York City Law Dept. a/k/a Corporation Counsel New York, NY	August 23	September 11	2009 2008	Preferred: Top 1/3 of class, demonstrated interest in public sector law and/or achievement in Moot Court or Law Review.	Resume and law school transcript to CSO
<i>Please note: Those selected by the New York City Law Dept. must bring the following to the interview: two (2) writing samples (6-25 pages) and list of three (3) references with names and telephone numbers.</i>					
Ruskin Moscou Faltischeck, P.C. Uniondale, NY	August 23	September 11	2009 2008	Required: Top 20% of class. Preferred: Law Review or Moot Court.	Resume and law school transcript to CSO
Office of the Nassau County Attorney Mineola, NY	August 23	September 18	2008	Required: Top 1/3 of class and 3.0 GPA. Nassau County residency and three year personal commitment. Preferred: Law Review or Moot Court	Resume, writing sample, law school and undergraduate transcripts, list of 3 references, and mandatory cover letter to CSO
Bronx County District Attorney's Office Bronx, NY	August 30	September 25	2008	Required: U.S. Citizenship. Personal commitment of 3 years. NYC residency required when formally appointed. Must sit for first available Bar Exam after graduation. Preferred: Top 50% of class, Moot Court, Clinics, Internships	Resume, writing sample, law school transcript, cover letter, 3 letters of reference, passport size photo, <u>Employment Application</u> (pick up in CSO) to CSO

ON-CAMPUS INTERVIEWS

EMPLOYER	APPLICATION DEADLINE	INTERVIEW DATE	CLASS	QUALIFICATIONS/ HIRING CRITERIA	APPLICATION PROCEDURES
Lazer, Aptheke, Rosella & Yedid, P.C. Melville, NY	August 30	September 25	2008	Required: Top 20%. Preferred: Law Review or Moot Court.	Resume to CSO
Kings County District Attorney's Office Brooklyn, NY	September 11	October 10	2008 2009	Required: Top 50 % of class. Preferred: Moot Court competition, courses in criminal law, participation in clinics, demonstrated interest in criminal litigation. New York City residency required when formally appointed. 3 year commitment and U.S. Citizenship required.	Resume, law school transcript, statement of interest (required for 3Ls). Materials to CSO
<i>Please note: Those selected by the Kings County District Attorney's Office must bring a writing sample to the interview.</i>					
Guercio & Guercio Farmingdale, NY	September 11	October 10	2009	Required: Top 20% of class. Preferred: Law Review or Moot Court	Cover Letter (addressed to Raymond G. Keenan, Esq.), resume, and writing sample to CSO
Nassau County District Attorney's Office Mineola, NY	September 11	October 11	2008	Required: Top 50% of class. Personal commitment of 3 years.	Resume, law school transcript, list of 3 references, and statement of interest to CSO

ON-CAMPUS INTERVIEWS

EMPLOYER	APPLICATION DEADLINE	INTERVIEW DATE	CLASS	QUALIFICATIONS/ HIRING CRITERIA	APPLICATION PROCEDURES
Certilman Balin Adler & Hyman LLP East Meadow, NY	September 11	October 16 (revised date)	2008 (3L's) <i>Revised</i>	Required: Top 25%, solid research and writing skills. Preferred: Law Review	Resume and law school transcript to CSO
United States Air Force JAG Corps	September 17 (extended)	October 16 (revised date)	2009 2008	No Academic Requirements	Resume and law school transcript. Cover letter optional
<i>Please Note: Those selected for an interview by Air Force JAG should bring the following to the interview: An extra resume and transcript.</i>					
United States Army Jag Corps West Point, NY	September 17	October 17	2009 2008	No Academic Requirements	Resume to CSO
Queens County District Attorney's Office Kew Gardens, NY	September 11	October 18 (revised date)	2008	Required: Top 50% of class and Moot Court. Preferred: Law Review, Bi-lingual, Trial Advocacy course, and Internships/Externships.	Resume to CSO
New York State Office of the Attorney General New York State	October 15 materials due to CSO	October 31 on-campus	2009 2008	<i>Preferred:</i> Top 1/3 of class, demonstrated interest in public sector law and/or achievement in Moot Court or Law Review.	Resume, copy of law school transcript, list of references, and a writing sample

RESUME COLLECTIONS

The following employers have requested that CSO collect student resumes and forward them to the employer at one time.

1. Please note deadline dates and hiring criteria. These are preliminary application deadline dates. Employers may change them as their needs develop.
2. Although CSO is collecting application materials for these employers, students will be contacted directly by employers to arrange interviews in their offices.

EMPLOYER	APPLICATION DEADLINE	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
Miami-Dade States Attorney's Office, Miami, FL	August 15	2008	Preferred: Moot Court. A demonstrated interest in litigation and/or criminal law through coursework and/or internships Clinical participation is strongly preferred. www.MiamiSAO.com .	Submit resume and law school transcript to CSO
Darby & Darby, P.C. Intellectual Property Law New York, NY, Seattle, WA	Cancelled Collections for this year	2009 2008	Required: Undergraduate scientific or technical degree (see list in CSO), excellent credentials, top of law school class. Preferred: Law Review, Moot Court, advanced scientific or technical degree.	Submit xxxxxxxxxxxxxxxxxxxxxx
Cole, Schotz, Meisel, Forman & Leonard, P.A. Hackensack, NJ New York, NY	August 31	2009 2008	Students who have distinguished themselves academically, personally, and professionally.	Submit resume, law school transcript and writing sample to CSO
Butzel Long, P.C. Detroit, Bloomfield Hills, Ann Arbor and Lansing, MI	September 7	2009	Required: Top 20-25%. Preferred: Moot Court or Law Review, and Michigan ties and/or interest in Michigan practice. www.butzel.com . Summer Associate position.	Submit resume, cover letter, and law school transcript to CSO
Steptoe & Johnson LLP Washington, DC	September 7	2009 2008	Required: Top academic credentials. Law Review or equivalent writing experience; previous legal and non-legal work experience, public interest activities, and other interests reflecting leadership qualities and personal initiative are considered. www.steptoec.com	Submit resume and law school transcript to CSO

RESUME COLLECTIONS

EMPLOYER	APPLICATION DEADLINE	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
New York County District Attorney's Office New York, NY	September 10	2008	Required: U.S. Citizenship. Personal commitment of 3 years. Preferred: Demonstrated interest in public service/community service, criminal prosecution and trial advocacy. Law Review or Moot Court. www.manhattanda.org	Resume and cover letter to CSO
U.S. Court of Appeals for the Second Circuit Staff Attorney's Office New York, NY	September 11	2008	Staff Attorney position. Two year term. Required: Top 10% of class. Preferred: Law Review or Moot Court, and background in Habeas Corpus. www.ca2.uscourts.gov .	Submit resume, cover letter, law school transcript, unedited writing sample, and contact information for three (3) references to CSO
Suffolk County District Attorney's Office Hauppauge, NY	September 11	2008	Required: Top 50% of class.	Submit resume, cover letter stating why applicant wants to work for the SCDA, and law school transcript to CSO

DIRECT WRITE EMPLOYERS **PUBLIC INTEREST/GOVERNMENT**

The following employers would like students to contact them directly regarding employment opportunities. Note deadline dates and hiring criteria.

EMPLOYER	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
NEW YORK			
Environmental Defense New York, NY (and regional offices) www.EnvironmentalDefense.org .	2008 2009	Required: Strong research and writing skills, excellent grades, and demonstrated interest in environmental issues. Preferred: Top 10% class rank, environmental coursework and science background.	Mail resume, copy of transcript, writing sample, cover letter with explanation of interest in internship and desired office location, plus references between 9/29/07 and 3/30/08 .
PENNSYLVANIA			
Community Legal Services Inc. Philadelphia, PA	2008 2009	Preferred: Interest and experience in public sector work. Foreign language skills, especially Spanish, are desirable. Applications from students interested in later applying for post-graduate fellowships are encouraged. www.clsphila.org	Submit cover letter and resume. Applications accepted on a rolling basis.
WASHINGTON, DC			
U.S. Department of Justice Attorney General's Honors Program	2008	Preferred: High academic achievement, Law Review or other published work, Moot Court competition, clinical experience, legal aid, and summer or part-time employment.	Application available at the website www.usdoj.gov/oarm/arm , select "Opportunities for Attorneys and Law Students". Deadline: 9/18/07.
U.S. Department of Justice Summer Law Intern Program	2008 2009	Compensated internships. Visit the website for more information. Applications available on line beginning August 1, 2006.	Application available at the website www.usdoj.gov/oarm/arm , select "Opportunities for Attorneys and Law Students". Deadline: 9/18/07.
WASHINGTON STATE			
Attorney General of Washington Olympia, WA	2008 2009	Preferred: Academic excellence. Committed to public service. Law Review or Moot Court. Go to website for info and forms: www.atg.wa.gov .	Mail resume, letter of interest, law school transcript, AGO application (see website), 3L's letter of recommendation, 2L's Conflicts Screening Questionnaire. Deadline for materials: 9/8/07.

DIRECT CONTACT EMPLOYERS FELLOWSHIPS

The following employers would like *students to contact them directly* regarding fellowship opportunities.

1. Note deadline dates.
2. Note hiring criteria.
3. Complete addresses and contact names can be found in the Fellowship Book, which is maintained in the CSO.

EMPLOYER	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
<p>Skadden Fellow Skadden Fellowship York, NY</p>	<p>2008</p>	<p>One-year Fellowship, which may be renewed for a second year if requested and approved by panel. Grants will be made to sponsoring organizations only. Therefore, before final application, a public interest organization that will sponsor the application must be identified. Salary \$46,000+. (Details in CSO or www.skaddenfellowships.org.)</p>	<p>Mail application, official law school transcript, two letters of recommendation Foundation New from: (a) law school advisor, and/or (b) former employer; commitment letter from potential sponsoring institution; 501©3 tax-exempt status qualifying letter; resume. (Application available on-line.) Deadline: October 1, 2007</p>
<p>Equal Justice Works Fellowship Program (formerly NAPIL) Washington, DC</p>	<p>2008</p>	<p>Two-year Fellowship, offers salary, loan repayment assistance, and a national training and leadership program. See www.equaljusticeworks.org. Applicant will possess a demonstrated commitment to public interest law. Professional, volunteer, and/or subject matter expertise.</p>	<p>Applications <i>must</i> be submitted online through the Equal Justice Works website. Components are a project proposal, Fellowship candidate and host organization. Information and applications available at www.equaljusticeworks.org. Deadline: September 2007 (see website)</p>
<p>Rockefeller Brothers Fund Fellowship in Nonprofit Law New York, NY</p>	<p>2008</p>	<p>One-year Fellowship. The Fellow selected will receive \$46,000 plus benefits. Applicant is selected for his/her scholarship, leadership and commitment to practicing in the field of nonprofit law. The Fellow spends one year in residence at the Vera Institute of Justice.</p>	<p>Mail copies of each of the following: Application, official law school transcript, resume, two letters of recommendation from law school advisor, law school professor or a former employer. Information and application at www.law.nyu.edu/ncpl/carrframe.html. Deadline: December 2007 (see website)</p>

DIRECT CONTACT EMPLOYERS FELLOWSHIPS

EMPLOYER	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
National Center on Philanthropy and the Law Fellowship in Nonprofit Law New York, NY	2008	One-year Fellowship. The Fellow selected will receive \$46,000 plus benefits. Applicant is selected for his/her scholarship, leadership and commitment to practicing in the field of nonprofit law. The Fellow spends one year in residence at the New York University Office of Legal Counsel. Legal Counsel.	Mail copies of each of the following: <i>Application</i> , official law school transcript, resume, two letters of recommendation from law school advisor, law school professor or a former employer. Information and application at www.law.nyu.edu/ncpl/carrframe.html . Deadline: December 2007 (see website)
EPA New England Honors Attorney Fellowship U.S. Environmental Protection Agency Boston, MA	2008	Two-year fellowship for outstanding graduating law students who have demonstrated interest in environmental legal work in the public sector. Salary will be at the GS-11 level or GS-12 level. <i>Fellowship begins in September 2008.</i>	Mail resume, official law school transcript, essay of no more than 300 words explaining the applicant's interest, and names, addresses, and telephone numbers of three references. Visit website: www.epa.gov/ne/attorney Deadline: September 2007 (see website)
United States Institute of Peace Washington, DC	2008	Jennings Randolph Program for International Peace. Dissertation Fellowship 2008-2008. Stipend \$17,000 for 12 months, beginning 9/08. Senior Fellowships 2008-2009 (for practitioners) Fellows reside at the Institute for up to ten months to conduct research. Stipend, office with computer, and part time research assistant.	See CSO or website for application procedure. Deadline: January 10, 2008. Candidates must submit an official institute application form. Deadline: September 15, 2007 Website: www.usip.org/fellows
Lawyers' Committee for Civil Rights of the San Francisco Bay Area Thurgood Marshall Fellowship San Francisco, CA	2008	One year Fellowships for law graduates with a special interest in civil rights law. Candidates are evaluated on the following criteria: commitment to the rights of the poor and people of color, knowledge of civil rights law, excellent oral and written communication skills.	Detailed information available in the CSO and Committee's website. Mail cover letter, resume with three references and a writing sample. Website: www.lccr.com . Deadline: October 2007 (see website)

DIRECT CONTACT EMPLOYERS FELLOWSHIPS

EMPLOYER	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
New York State Unified Court System LEGAL FELLOWS PROGRAM New York State locations	2008	One year Fellowships for law graduates with a special interest in a legal career in public service. Legal Fellows are assigned to judicial offices, assisting with legal research and writing and will be exposed to judicial decision making and court operations. Year long salary: \$57,053.	Submit a resume, law school transcript (copy will suffice), unedited writing sample; two letters of recommendation from law school professors; cover letter indicating location. List in CSO or www.courts.state.ny.us . Deadline: November 2 (see website)
Charles H. Revson Law Students Public Interest LSPIN Fellowship Program New York, NY	2008 2009	Summer grant for 1L and 2L students to work full time with public interest organizations in the New York metropolitan area. Application available in August.	Deadline: November 16, 2007

DIRECT CONTACT EMPLOYERS FELLOWSHIP SPONSORS

EMPLOYER	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
Fellowship Sponsor Community Legal Services Inc. Philadelphia, PA	2008	Sponsor for Skadden, the Independence Foundation and Equal Justice Works. Large urban legal services program provides assistance to a diverse client population on many issues.	Submit cover letter addressing interest and experience in public interest law and describing ideas for fellowship proposal, resume, two brief writing samples, law school transcript, and list of three references. Contact information available in the CSO. Deadline: July 15, 2007
Fellowship Sponsor Philadelphia Legal Assistance Center Inc. Philadelphia, PA	2008	Sponsor for Skadden, the Independence Foundation and Equal Justice Works. Funded by Legal Services Corporation, provides free civil legal services to poor Philadelphians and migrant agricultural workers in Pennsylvania.	Submit cover letter describing applicant's interests and career goals, complete resume, two legal writing samples, law school transcript, three references including letters of reference. Deadline: July 31, 2007 (at least the first two items in initial application)

**DIRECT CONTACT EMPLOYERS
FELLOWSHIP SPONSORS**

EMPLOYER	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
<i>Fellowship Sponsor</i> New York Lawyers for The Public Interest New York, NY	2008	Sponsor for Skadden, Equal Justice Works, and the law firm Kirkland & Ellis LLP for any of its three program areas: environmental justice, access to health care, or disability rights. NPLI is particularly interested in sponsoring a fellow for the disability rights program.	Mail resume, cover letter, writing sample, and three references (including daytime phone numbers). Deadline: August 15, 2007
<i>Fellowship Sponsor</i> Housing Conservation Coordinators New York, NY	2008	Sponsor for Skadden and Equal Justice Works. HCC is a community-based legal services organization that assists low income tenants, shareholders and community-based organizations in preserving and defending decent affordable housing.	Website: www.hcc-nyc.org . Mail or email cover letter and resume. Deadline: July 29, 2007
<i>Fellowship Sponsor</i> Legal Services of New Jersey Edison, NJ	2008	Sponsor for Skadden, Equal Justice Works and Soros Fellowships. Projects in areas such as immigration, domestic violence, family preservation, health care access, barriers to employment, and community economic development.	Website: www.lsnj.org . Contact Thomas A. Makin at LSJN. Deadline: ASAP
<i>Fellowship Sponsor</i> Urban Justice Center New York, NY www.urbanjustice.org .	2008	Sponsor for Skadden, Equal Justice Works, Soros, Echoing Green, Open Society Institute, as well as Kirkland & Ellis and Thomas Steel Fellowship. Applicants encouraged for Mental Health Project.	Contact: fellowships@urbanjustice.org . E-mail resume, list of fellowships seeking, and One page description of project proposal. Deadline: ASAP

PSLawNet

Special Note: The Public Service Law Network Worldwide, **PSLawNet**, which can be found at <http://www.pslawnet.org>, outlines numerous fellowship and internship opportunities for law students, as well as ways to access funding for unpaid positions. The **Yale Law School Fellowship Guide** can also be accessed within this site.

DIRECT CONTACT EMPLOYERS **JUDICIAL CLERKSHIPS**

The following employers would like *students to contact them directly* regarding Judicial Clerkship opportunities.

1. Note deadline dates.
2. Note hiring criteria.
3. Complete addresses and contact names can be found in the CSO.
4. See page 1, General Instruction #7 on Judicial Clerkship Recommendation.

EMPLOYER	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
<i>NEW YORK</i>			
State of New York Court of Appeals Albany, NY	2008	<i>Central Legal Research Staff Position</i> - two-year term. Preferred: Strong academic achievement, excellent research and writing skills, Law Review. Starting salary will be over \$66,000.	Mail resume, cover letter, law school transcript, undergraduate and graduate school transcripts, writing sample (unedited, your own work), two (2) letters of recommendation from law school professors. <i>Deadline: Between July 1-September 15, 2007</i> Court prefers early applications.
		<i>Judicial Clerkships – Judges of the Court of Appeals.</i> Preferred: Strong academic achievement, excellent research and writing skills, Law Review. Starting salary will be over \$66,000	Apply directly to the individual Judges (list available in CSO and the Court’s website at www.courts.state.ny.us/ctapps)
State of New York Supreme Court Appellate Division Second Department Brooklyn, NY	2008	<i>Court Attorney Positions.</i> Required: Exceptional record of academic achievement. Law Review or graduating in the upper 10-15% of class preferred. Admission to the bar within 18 months of appointment required.	Mail resume, cover letter, official or unofficial undergraduate and law school transcripts, and LSAT scores. <i>Ongoing applications.</i>

DIRECT CONTACT EMPLOYERS
JUDICIAL CLERKSHIPS

EMPLOYER	CLASS	HIRING CRITERIA	APPLICATION PROCEDURES
State of New York Supreme Court Appellate Division Third Department Albany, NY	2008	One-year term. Required: Demonstrated talent for research and rational analysis required. Preferred: Honor students with Law Review experience.	Mail resume, cover letter, copy of law school transcript, and writing sample. <i>Deadline: September 23, 2007</i>
State of New York Supreme Court Appellate Division Fourth Department Rochester, NY	2008	Two-year term. Preferred: Top 25% of class. Law Review, Moot Court or other writing experience. Salary approximately \$57,053 for the first year and \$67,042 after admission to the NYS Bar. Selection is generally made by 12/1. Website: www.courts.state.ny.us/ad4	Mail resume, cover letter, copy of law school transcript, writing sample. A letter of recommendation from Law School Judicial Clerkship Committee is recommended. <i>Deadline: October 13, 2007</i>
CONNECTICUT Supreme, Superior & Appellate Courts New Haven, CT	2008	One-year term. Required: Demonstrated proficiency in legal research and writing. Preferred: Law Review.	Application procedures for each Court is available on the State of Connecticut Judicial Branch website: www.jud.state.ct.us/
NEW JERSEY Trenton, NJ	2008 2009	One-year term. Required: Excellent writing and analytical skills. Detailed information and a list of Justices and Judges available in the CSO and the website: www.judiciary.state.nj.us/ .	Mail a cover letter and resume, which includes specific area of interest directly to individual Justices and Judges. Applicants may also submit a resume and cover letter which includes Court, Division and the County in which they would like to serve (with Announcement number) to the Judiciary Personnel Office for distribution to Justices/Judges. <i>The best time to apply for a NJ judicial clerkship is in the second year; however third year students are encouraged to apply ASAP. It is highly recommended that applicants submit a strong and detailed cover letter along with a resume.</i>

FEDERAL GOVERNMENT EMPLOYMENT OPPORTUNITIES

(Please note: This is not an exhaustive list of federal agencies. Candidates interested in agencies not listed below should research such agencies independently. Additionally, students should confirm application deadlines on employer websites.)

CENTRAL INTELLIGENCE AGENCY (CIA):

Summer Law Clerks: This summer program allows well qualified second year law students to obtain broad exposure to the practice of intelligence law. The Office of General Counsel requires a commitment of at least 10 weeks during the summer. Interested students should send a resume, law school transcript, legal writing sample, and legal references to: Summer Legal Clerkship Program, Office of General Counsel, Central Intelligence Agency, Washington, D.C. 20505.

Deadline: November 15, 2007. For detailed information about application procedures visit - <https://www.cia.gov/careers/jobs/view-all-jobs/summer-law-clerk.html>

Graduating Law Students: The *Legal Honors Program* allows a small number of exceptionally qualified law school graduates to obtain broad exposure to foreign intelligence and counterintelligence activities, international terrorism, international narcotics trafficking, nonproliferation, personnel and security matters, clandestine movement of materials and supplies, contracting, finance and budget matters, legislation, and both civil and criminal litigation. Interested candidates must submit a resume, law school transcript, legal writing sample, and legal references to: Legal Honors Program, Office of General Counsel, Central Intelligence Agency, Washington, D.C. 20505. **Deadline: Mid-September For detailed information about application procedures visit -**

<https://www.cia.gov/offices-of-cia/general-counsel/careers/honors-attorneys-program.html>

COMMISSION ON CIVIL RIGHTS, U.S.:

Summer Law Clerks: The Office of General Counsel provides the legal expertise and activity required to conduct hearings and to ensure the legal integrity of Commission products. The Commission's six regional offices are staffed by a director, civil rights analysts, and other administrative personnel. They coordinate the Commission's operations in their regions and assist the [State Advisory Committees](#) in their activities. Students interested in internship opportunities should send a cover letter, resume and law school transcript to the regional office in which they would like to work. **For information about regional offices contact the U.S. Commission on Civil Rights, Human Resources Division, 624 Ninth Street, NW, Washington, D.C. 20425 or visit - <http://www.usccr.gov/>**

EDUCATION DEPARTMENT:

Summer Law Clerks: Each regional office of the U.S. Department of Education hires law students for summer internships. Interested candidates must submit a cover letter, resume, and law school transcript to the regional office in which the student wishes to work. **For detailed information about this agency and contact information about regional offices visit - <http://www.ed.gov>**

Graduating Law Students: The Office of the General Counsel (OGC) of the Department of Education is under the supervision of the General Counsel, who serves as principal adviser to the Secretary on all legal matters affecting Departmental programs and activities. The OGC has three legal practice areas, each of which is headed by a Deputy General Counsel, and an operations management staff, headed by an Executive Officer. The Office's eight Divisions are organized under these areas. Graduating students interested in employment opportunities should forward a cover letter and resume to: J. Carolyn Adams, Executive Officer, Office of the General Counsel, U.S. Department of Education, 400 Maryland Avenue, SW, Room 6E343, Washington, D.C. 20202-2110. **For more information visit – <http://www.ed.gov/offices/OGC/index.html>**

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC):

Summer Law Clerks: The EEOC hires first and second year law students to work on employment discrimination investigations and cases. Interested candidates must apply directly to the regional office in which they would like to work. **Deadline: Ongoing. However, early submission is strongly advised.** To obtain the address for each regional office go to - <http://www.eeoc.gov/contact.html>

Graduating Law Students: The Attorney Honor Program recruits third year law students, who are hired as Honors Attorneys, which is a permanent agency position. The 2008 Attorney Honor Program has not yet been authorized. If the program is authorized for 2008, application booklets for the 2008 Attorney Honor Program may be made available beginning in late April 2008. **For detailed information about application procedures visit -** <http://www.eeoc.gov/soars/jobs-honor.html>

FEDERAL BUREAU OF INVESTIGATION (FBI):

Summer Law Clerks: Each summer, a special group of outstanding undergraduate and graduate students are selected to participate in the *FBI Honors Internship Program* in Washington, D.C. The program offers students an exciting insider's view of FBI operations and provides an opportunity to explore the many career opportunities within the Bureau. **Deadline:** The FBI is accepting applications for the Summer 2008 Honors Internship Program at this time (applications for the Summer 2007 program were due in October 2006). Applications for the Summer 2008 Program are being accepted on an ongoing basis and must be received by October 10, 2007. **For detailed information about application procedures visit -** <https://www.fbijobs.gov/231.asp>.

Graduating Law Students: The FBI maintains highly detailed hiring requirements and eligibility criteria. **To obtain information, please visit -** <https://www.fbijobs.gov/231.asp>.

FEDERAL ELECTION COMMISSION (FEC):

Summer Law Clerks: In this summer program, students will assist with enforcement cases and participate in making recommendations and presentations to the Commission regarding cases. Summer Law Clerks may also assist with litigation, drafting regulations, and reviewing presidential committee audits. Interested students should send a cover letter, resume, law school transcript and writing sample to: Office of General Counsel, Federal Election Commission, 999 E Street NW Washington, D.C., 20463. **Deadline: Early fall.** **For detailed information about application procedures visit -** www.fec.gov/pdf/recruit.pdf

Graduating Law Students: The FEC performs the unique role of regulating the financial aspects of political campaigns for Federal office. Law graduates who possess excellent research, writing and analytical skills are hired to work on complex campaign and election law issues. Interested candidates must submit a cover letter, resume, law school transcript and writing sample to: Office of General Counsel, Federal Election Commission, 999 E Street NW Washington, D.C., 20463. **Deadline: Early fall.** **For detailed information about application procedures visit -** <http://www.fec.gov/pages/jobs/jobs.shtml>

FEDERAL TRADE COMMISSION (FTC):

Summer Law Clerks: The FTC provides summer employment opportunities for law students who possess an exceptional level of commitment to the public interest, to enforcing antitrust and consumer protection laws. A background in economics or business is preferred, but not required. Summer law clerks are given intellectually stimulating projects, similar in complexity to those given to junior attorneys, which afford them an opportunity to demonstrate writing, analytical and advocacy skills. Interested candidates should submit a cover letter, resume, law school transcript and writing sample to: Federal Trade Commission, Employment Program Assistant, Human Resources Management Office, Room 723, 600 Pennsylvania Avenue, NW, Washington, D.C. 20580.

Deadline: Early fall. For detailed information about application procedures visit –

<http://www.ftc.gov/ftc/oed/hrmo/jobops.htm>

Graduating Law Students: The FTC annually recruits for entry level attorney positions. *Honors Attorneys* are hired at the GS-11 and GS-12 levels and require completion of the J.D. Degree. Recent graduates are placed in fourteen month positions as law clerks pending admission to a bar. Attorneys must be licensed and authorized to practice under the laws of a state, territory, the District of Columbia, or the Commonwealth of Puerto Rico. Interested candidates should send a cover letter, resume, law school transcript and legal writing sample to: Human Resources Management Office, Attn: Employment Program Assistant, Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, D.C. 20580. Candidates may also reach the Human Resources Department via the internet at HRMOEmployment@ftc.gov

HEALTH AND HUMAN SERVICES DEPARTMENT (HHS):

Summer Law Clerks & Graduating Law Students: The Office of the General Counsel (OGC) is the legal team for HHS, providing quality representation and legal advice on a wide range of highly visible national issues. A team of almost 400 attorneys and a comprehensive support staff, OGC is one of the largest and most diverse and talented law offices in the country. Many OGC lawyers are heavily involved in administrative and federal court litigation. In collaboration with the Department of Justice, OGC attorneys may have primary responsibility for complex district court and appellate litigation, trying cases and arguing appeals in the initial years of service. The OGC team also writes and reviews proposed regulations and legislation affecting significant issues of health and human services. Students interested in either summer or permanent employment must submit a cover letter, resume, law school transcript, and writing sample to the regional office in which they wish to work. **For detailed contact information visit -** <http://www.hhs.gov>

HOUSING AND URBAN DEVELOPMENT (HUD):

Summer Law Clerks: HUD offers summer employment to law students through its *Legal Intern Honors Program*. This program is designed for outstanding men and women and provides various mixtures of formal training, developmental on-the-job assignments, research assignments, workshops and seminars, and mentorships that will develop the skills needed for professional success and growth. Positions are available in Washington, D.C., as well as in field locations around the country. **Deadline: Early February. For detailed information about application procedures and the location of field offices visit -**

<http://www.hud.gov/offices/adm/jobs/internship.cfm>

HUD cont'd:

Graduating Law Students: The Office of General Counsel hires graduating law students to work as *Honors Attorneys* and assist in enforcing federal housing laws. This program is highly competitive and selection is based on many factors including class rank, academic achievement, law courses taken, participation on law review or other publication work, moot court competition and extra-curricular activities such as legal aid, legal clinic, summer and part-time work experience. Interested candidates should submit a cover letter, application form (which can be obtained at <http://www.hud.gov>), resume, official law school transcript with explanation of law school's grading system, and writing sample of at least 5 pages, double spaced, all of which must be collated and stapled, to: Legal Intern Program, Director: Management and Administrative Services Staff, U.S. Department of Housing and Urban Development, Office of General Counsel, Room 10245, 451 Seventh Street, SW, Washington, D.C., 20410. **Deadline: End of December or early January of a students last year of study.** For detailed information about application procedures visit - <http://www.hud.gov/jobs/index.cfm>

INTERIOR DEPARTMENT:

Summer Law Clerks: The U.S. Department of the Interior is the Nation's principal natural resources conservation and management agency. The Office of the Solicitor is the general counsel's office for the Department of the Interior, providing a full range of legal services. It maintains five legal divisions in Washington, D.C., and 18 regional and field offices around the country. Many of its offices host law student volunteers, on a part-time or full-time basis, during the summer and the school year. Student volunteer interns receive valuable work experience. Interested candidates must submit a cover letter stating their interests and reasons for wanting to work with the Department of the Interior, resume, law school transcript, and the names and telephone numbers of three references. Write directly to the Student Volunteer Coordinator in the Division or any Regional or Field Office in which you are interested. **To obtain detailed contact information call 202-208-423 or visit - <http://www.doi.gov>.**

JUSTICE DEPARTMENT:

Summer Law Clerks: The Summer Law Intern Program (SLIP*) is a highly competitive program, where the Department reviews many elements of a candidate's background before selecting him or her for employment, including: academic achievement, law review experience, moot court competition, legal aid and clinical experience, specialized academic studies (including undergraduate and post-graduate degrees), work experience and extracurricular activities that directly relate to the work of the Department. The majority of the students applying for summer internships are in their second year of law school. **Deadline: Early September. For detailed information about application procedures and to obtain an online application visit - <http://www.usdoj.gov/oarm/arm/sp/sp.htm>**

- The U.S. Attorneys' Offices do not hire summer interns through SLIP. Students interested in working for the U.S. Attorney's Office must apply directly. For detailed information about employment opportunities go to <http://www.usdoj.gov/usao/employment/index.html>

JUSTICE DEPARTMENT cont'd:

Graduating Law Students:

Attorney General's Honors Program – This program is the only way the Department hires graduating law students. It is a highly competitive program, where many elements of a candidate's background are reviewed including: academic achievement, law review or moot court experience, clinical experience, and summer employment, as well as specialized academic studies, work experience, and extracurricular activities that directly relate to the work of the Department. **Deadline: Early September. For detailed information about application procedures visit** -<http://www.usdoj.gov/oarm/oarmentry.html>

Bristow Fellowship - Applicants must be law school graduates with excellent academic records. They typically come to the Fellowship after completion of a one-year judicial clerkship, most frequently with a federal appellate-court judge. The Solicitor General's Office is interested in receiving applications from a diverse group of graduates of law schools throughout the United States. The Fellowship has a one-year term. **Deadline: Mid-October. For detailed information about application procedures visit** - <http://www.usdoj.gov/osg/opportunities/bristapp.html>

LABOR DEPARTMENT:

Summer Law Clerks: The Office of the Solicitor hires law students each summer, who will be exposed to all aspects of the enforcement of the laws under the Department's jurisdiction through litigation and to provide a full range of legal services to the Secretary of Labor and the numerous agencies and bureaus that comprise the Department of Labor. Interested candidates should fax a cover letter, resume, and law school transcript to: Nancy Rooney, Director, Honors Program, U.S. Department of Labor, Office of the Solicitor, Room N-2700, 200 Constitution Ave., NW, Washington, D.C., 20210. Fax: (202) 693-5774. **Deadline: Ongoing.**

Graduating Law Students: The *Honors Program* of the Office of the Solicitor is designed for attorneys with exemplary records who are completing law school or judicial clerkships and are interested in handling a broad range of labor and employment matters in one of the preeminent legal offices in government. You may submit an Optional Application for Federal Employment (OF-612), a resume or any other written application you choose, including a Standard Form (SF) 171. There are a limited number of positions available for the program, so early application will ensure that your application is given consideration for one of the positions. Mail, E-mail, or FAX your application to: Nancy Rooney, Director, Honors Program, U.S. Department of Labor, Office of Solicitor, Room N-2700, 200 Constitution Ave., NW, Washington, D.C., 20210, (202) 693-5774 TDD: (202) 693-5441, Fax: (202) 693-5774, E-mail: rooney-nancy@dol.gov **Deadline: Early Fall. For detailed information about application procedures visit** - <http://www.dol.gov/sol/honorsprogram.htm>

NATIONAL LABOR RELATIONS BOARD (NLRB):

Summer Law Clerks: Summer positions are limited and subject to budgetary constraints. To be considered for employment in one of the NLRB's field offices, students must supply all of the information required in OPM Form OF 510, OPM Form OF 306, as well as the specific additional information outlined at [http://www.nlr.gov/About Us/Careers/job descriptions and listings/student positions law and non - legal.aspx](http://www.nlr.gov/About%20Us/Careers/job%20descriptions%20and%20listings/student%20positions%20law%20and%20non%20-%20legal.aspx).

NLRB cont'd:

Interested candidates may also submit a resume OR OPM Form OF 612 "Optional Application for Federal Employment." **Applications should be sent to the NLRB field office nearest to where the applicant wishes to work. *Deadline: Early fall.***

Graduating Law Students: NLRB Attorneys are assigned cases, which they read and then familiarize themselves with the record, the formal documents and the briefs. They ascertain, analyze, and discuss the issues and research the law. Attorneys orally present cases for the Board's consideration and, after the case has been decided, pursuant to instructions from the Board Members, they prepare a draft of the final decision. Although each Board Member has authority to hire attorneys for his or her own staff, all applications are initially considered by a hiring committee. To be considered for an appointment as a staff counsel, candidates must supply all of the information required in OPM Form OF-510, "Applying for a Federal Job," as well as a resume, *OR* OPM Form OF-612 "Optional Application for Federal Employment." If applicants choose to use a format other than OPM Form OF-612, they may find it helpful to utilize that form as a guide to ensure that all relevant information is included in their application. Please submit applications to Enid Weber, Associate Executive Secretary, NLRB Office of the Executive Secretary, 1099 14th St., NW, Washington, D.C. 20570. **For detailed information about application procedures visit - http://www.nlr.gov/about_us/careers/attorney_honors_program.aspx**

NUCLEAR REGULATORY COMMISSION (NRC):

Summer Law Clerks: The Office of General Counsel periodically sponsors summer internships for law students. **For more information about summer opportunities visit - <http://www.nrc.gov/who-we-are/employment/student-prog.html>** and see the *Office of General Counsel Internship Program page* for more information on how to apply for the program. For general information about the OGC Internship Program, see *Contact Us About Employment*, and select "OGC Law Interns" from the dropdown list. ***Deadline: Early January.*** **For additional information visit - <http://www.nrc.gov/about-nrc/employment.html> or call 301-415-1534.**

Graduating Law Students: The NRC is a point of convergence for issues of law, technology, energy policy, environmental concerns, and the role of the public in decision-making. NRC's *Honor Law Graduate Program* offers graduating law students or judicial law clerks an opportunity to join NRC's team of attorneys working on these issues. Interested candidates must submit a cover letter, resume, references, law school transcript (explaining your school's grading system if available), and an unedited legal writing sample to: Honor Law Graduate Program Coordinator, Office of the General Counsel, Mail Stop O-15 D21, U.S. Nuclear Regulatory Commission, Washington, D.C. 20555-0001 ***Deadline: Applications are accepted between July 15th – October 15th.*** **For more information visit - <http://www.nrc.gov/about-nrc/employment.html>**

SECURITIES AND EXCHANGE COMMISSION (SEC):

Summer Law Clerks: The SEC gives first and second year law students the opportunity to become acquainted with the regulation of the securities markets and the activities of the Commission. The program allows students to work in the Commission's headquarters in Washington, D.C. or in one of its 11 regional and district offices nationwide. This program is highly competitive and selection is based on many factors including class rank, academic achievement, prior relevant work experience, participation on law review or other publication work, or moot court experience, as well as extra-curricular activities such as participation in clinical programs. Interested candidates must submit a resume, cover letter, undergraduate transcript, graduate transcript (if applicable) and law school transcript, list of current courses and a 5 to 10 page legal writing sample to the office in

SEC cont'd:

which the student wishes to work. **_For detailed information about application procedures and the addresses of SEC headquarters and/or regional offices visit - <http://www.sec.gov/jobs>.**

Graduating Law Students: The SEC's *Advanced Commitment Program* is designed for third-year law students, graduating LLM students, and judicial law clerks. Office headquarters will hire between 30 and 40 Law Clerks, another 25 to 30 will be selected for vacancies in the SEC's regional and district offices. Interested candidates must submit a cover letter, resume, law school transcript and 5-10 page legal writing sample to the district office where the candidate wishes to work. **Deadline: Early fall. For detailed information about application procedures and the location of regional and district offices visit - <http://www.sec.gov/jobs.shtml>**

STATE DEPARTMENT:

Summer Law Clerks: The U.S. Department of State provides students with an opportunity to get an inside look at foreign affairs. Some students work in Washington, D.C., or have the opportunity to work at an embassy overseas. Positions are both paid and unpaid, and available during spring, summer or fall. Interested candidates must submit three copies of the following: a completed Application Form for Employment; a one-page statement of interest, describing their motivation for pursuing an internship, transcripts documenting their education, and a financial aid transcript or Student Aid Report, if they wish to be considered for a paid internship. **For detailed information about application procedures visit - <http://www.careers.state.gov>.**

Graduating Law Students: The State Department hires graduating law students through its *Presidential Management Program (PMI)*, where a student is "nominated" by his or her law school in September of the student's last year of study. The PMI Application form will be posted online at www.pmi.opm.gov in mid-September. After you have received a nomination from an appropriate official, **YOU** must submit your signed PMI Application with your typed resume. Additional forms are required for those claiming Veterans or Native American preference. **Letters of recommendation are not necessary, and will not be considered.** You may apply to the program only once. Further information is available by writing to: U.S. Office of Personnel Management Presidential Management Program, William Green, Jr. Federal Building, 600 Arch Street, Philadelphia, PA 19106. Be sure to read the Program Overview section of the web site, www.pmi.opm.gov, before submitting your application. **Deadline: Early October.**

TRADE REPRESENTATIVE, U.S. (USTR):

Summer Law Clerks - The student intern program at USTR is a volunteer program where students gain knowledge and experience on U.S. trade policy and, in many cases, earn college credit at the same time. Assignments range from research, analyses, statistics, briefing books, report preparation, meeting and conference planning, letter writing, to covering Hill meetings, hearings, and markups as necessary. Students are required to submit a resume, writing sample, and a letter stating period of availability. Students may wish to include their particular area of interest (i.e., Asia, Western Hemisphere, Europe). Each resume must include date and place of birth, social security number, current address, and telephone number. All applicants must be United States citizens. Application information must be submitted in writing to: Deborah Tidwell, Office of the U.S. Trade Representative, Human Resources - Intern Coordinator, 600 17th Street, NW - Winder Building, Washington, D.C. 20508.

TRADE REPRESENTATIVE, U.S. (USTR) cont'd:

Deadlines for Summer internships: March 15th. For detailed information about application procedures visit - http://www.ustr.gov/Who_We_Are/USTR_Student_Internship_Program.html?ht=.

TRANSPORTATION DEPARTMENT:

Summer Law Clerks: The Office of the General Counsel (OGC) of the Department of Transportation is comprised of seven divisions: general litigation, international law, legislation, general law, military records, regulation & enforcement or aviation law. Interested candidates must send a cover letter, resume and legal transcript to the attorney in-charge of recruitment for a particular division. **Deadline: Early February.** For detailed information about application procedures and the names and addresses of division recruiters visit - <http://www.dot.gov/ost/ogc/org/interns.html>

Graduating Law Students: The Office of General Counsel hires graduating law students to participate in its *Honors Program*, where attorneys emerge from the program with a firm understanding of the workings of the Department, as well as excellent substantive legal experience. Candidates should be bright self-starters who have a strong commitment to public service, can communicate well orally and in writing, and can operate productively in a large organizational environment. Interested candidates should send a cover letter and resume to Honors Attorney Program Manager, Office of the General Counsel, Department of Transportation, 400 7th Street, Room 10102 SW, Washington, D.C. 20590. **For more detailed application information please visit:** www.dot.gov/ost/ogc/org/OGC/honrs.htm. *Applications for the Honors Attorney Program must received by October 5, 2007 to be considered for the Honors Attorney class starting in September 2008.*

TREASURY DEPARTMENT:

Summer Law Clerks: Law students selected for this program will work in one of the offices of the Legal Division and will be given the opportunity to improve research and writing skills, to observe the practice of law in a major cabinet agency, and to learn about substantive areas of the law by dealing with issues faced by Treasury lawyers and their clients. Because of budget constraints, Honors clerks generally are not compensated. Interested candidates must submit a cover letter and resume to attention Michele Quintana, Summer Clerkship Program, Room 2222 (MT), Office of the General Counsel, U.S. Department of Treasury, 1500 Pennsylvania Avenue, NW, Washington, D.C. 20220-000. If you prefer, these materials can be faxed to Michele Quintana at 202-622-1956 or sent via email to summerclerkship@do.treas.gov. **Deadline: Early January.** For detailed information about application procedures visit - <http://www.treas.gov/offices/general-counsel/honors.shtml>