

SAMPLE JOB ANNOUNCEMENT – NON-PROFIT

FULL-TIME LEGAL INTERN POSITIONS - SUMMER 2012 SEMESTER

Washington, DC

SERVICEMEMBERS LEGAL DEFENSE NETWORK (SLDN)

www.sldn.org

Job Type: INTERNSHIP - Unpaid

Schedule Type: Internship

Application Deadline: 02/15/2012

Practice Areas: Civil Rights & Liberties/Racial Justice Issues, Employment/Labor, GLBT Issues, Government/Regulatory Affairs, Health Law/HIV-AIDS Issues, International Law/Human Rights, Legislative/Policy Issues, Litigation, Non-Profit, Women

Job Description

Servicemembers Legal Defense Network (SLDN) seeks legal interns for the summer of 2012. SLDN is a non-partisan, non-profit, legal services, watchdog and policy organization dedicated to ending discrimination against and harassment of military personnel affected by "Don't Ask, Don't Tell" (DADT). After the repeal of DADT, SLDN remains dedicated to ensuring equality and protecting the rights of LGBT service members and their families through direct legal services, policy advocacy, and litigation. SLDN will continue to assist veterans who were discharged under DADT or the prior regulatory ban who wish to upgrade and/or change their discharge paperwork. SLDN will also work for benefit parity for LGBT service members and their families. SLDN is committed to providing interns with substantial responsibility. Interns will counsel clients with attorney supervision and produce 2-3 written work products. Interns will master a substantive area of military law as it applies to lesbian, gay, bisexual, and transgender service members. Interns will obtain significant legal aid experience and may have exposure to some policy advocacy and experience with ongoing litigation.

Qualifications

Ideal candidates will have strong written and oral communications skills, strong research abilities, and demonstrated academic performance. Ideal candidates will also have military experience and experience in crisis management and client contact.

Salary

The positions are unpaid, though SLDN encourages applicants to secure funded fellowships. Students may also receive credit in exchange for their services when permitted in accordance with law school policies.

Application Instructions: To apply, send a cover letter and resume to: Ashley Scheideberg Servicemembers Legal Defense Network PO Box 65301 Washington DC 20035-5301 Email: ashley@sldn.org Fax: (202) 797-1635

Contact Information:

Ashley Scheideberg

Phone: 202.328.3244 x100

Fax: 202.797.1635

ashley@sldn.org

PO Box 65301

Washington, DC 20035

*The following cover letter is an example of how you might answer this job posting.

IMA JAE D. STUDENT

4801 Massachusetts Avenue, NW · Washington, DC 40056 · (202) 555-0000 · austudent@wcl.american.edu

January 10, 2012

Ms. Ashley Scheideberg
Servicemembers Legal Defense Network
PO Box 65301
Washington DC 20035-5301

Dear Ms. Scheideberg:

I am a second year law student at the American University Washington College of Law. I am writing to apply for a 2012 Summer Internship with the Servicemembers Legal Defense Network. My demonstrated commitment to working with the LGBT community, my experience advocating for marginalized clients, and my continued interest in pursuing a career protecting the rights of LGBT individuals have particularly encouraged me to seek out this opportunity.

My passion for working with the LGBT community began during my undergraduate studies at the Pennsylvania State University where I volunteered at the University's LGBT Student Resource Center. My prior experiences had taught me that it is often very difficult to be "different", and I wanted a way to help similarly situated students adjust to university life. Upon entering law school, my interest in advocating for the rights of LGBT individuals continued to grow as I took courses in human rights, employment rights law, and sex-based discrimination. Due to SLDN's work, I may now be able to openly serve my country as a JAG officer, and to that end, I am developing experiences that would make me a competitive candidate. I come from a military family, and would love to be able to follow in my father's footsteps. I also chose to pursue two law clerk positions relating to direct representation. As a legal intern for the Whitman-Walker Clinic, I was able to advocate on behalf of clients in discrimination matters, public benefits, and LGBT health-related legal issues. As a law clerk with Legal Aid Society of the District of Columbia, I represented individual in court in a variety of matters including housing discrimination. I advocated for the expressed interests of my clients both orally and in writing on a daily basis. Both these positions enhanced my strong research, writing and communication skills and required me to effectively think of creative solutions to complex problems.

During the 2011-2012 academic year, I am continuing to expand my research and writing skills as a Dean's Fellow in the Legal Rhetoric Department. In that capacity, I assist students in developing better research and writing skills while honing my own. In addition, I am a junior editor with the Human Rights Brief. Through this experience, I am able to further develop my research, writing, and communication skills while being able to provide concise legal analysis of cutting edge human rights issues.

I hope to have the opportunity to meet with you to further discuss my qualifications, and my interest in working with SLDN. Thank you for your consideration.

Sincerely,

Ima Jae D. Student

Comment [WCL1]: Can use either your resume heading or format it like a traditional letter.

Comment [WCL2]: Specific to employer's mission.

Comment [WCL3]: If you're comfortable sharing personal information that connects you to the employer, do it.

Comment [WCL4]: Demonstrates both track record of public service and dedication to this population.

Comment [WCL5]: Demonstrate how your interest has translated to law school.

Comment [WCL6]: Specific to post - military experience.

Comment [WCL7]: Advocacy and discrimination 2 key elements to their mission. Doesn't have to be directly subject-matter related.

Comment [WCL8]: Key words/requirements from the post brought into the cover letter.

Comment [WCL9]: Evidence of demonstrated academic performance - from the post.