

SAMPLE JOB ANNOUNCEMENT – FEDERAL GOVERNMENT

**LEGAL INTERN/EXTERN PROGRAM (SPRING, SUMMER & FALL)
DEPARTMENT OF THE INTERIOR
OFFICE OF THE SOLICITOR**

www.doi.gov/solicitor/index.html

Ms. Kimberly Benton
Office of the Solicitor
U.S. Department of the
Interior
MS 6556, 1849 C St., NW
Washington, DC 20240
202-208-6240

Submit via Email ONLY:

studentemployment@sol.doi.gov

Subject: "Internship Application - Spring/Summer/Fall 2012"

A consolidated PDF file of all documents is preferred.

DESCRIPTION OF PROGRAM:

The Office seeks 30-50 **1Ls and 2Ls** for unpaid Summer 2012, and 10 **2Ls and 3Ls** for Spring and Fall unpaid legal internships in the Washington, DC headquarters and in regional and field offices in Albuquerque, Anchorage, Atlanta, Billings, Boise, Boston, Denver, Knoxville, Oakland, Phoenix, Pittsburgh, Portland, Sacramento, Salt Lake City, San Francisco, Santa Fe, Tulsa, the Twin Cities (MN). In 2011, 47 interns were hired for Summer, 12 for Fall and 20 for Spring from hundreds of applications. Interns conduct legal research on a variety of environmental and administrative law issues, as well as issues involving Indian law. They draft memoranda, briefs and motions and may assist with discovery in active cases. Interns may participate in conference calls and strategy sessions with other agency counsel, including lawyers from the Justice Department and, in the DC office, may attend hearings and meetings.

The Office employs more than 300 attorneys nationwide. It provides legal representation for the U.S. Department of the Interior, including the Bureau of Indian Affairs, Bureau of Land Management, Bureau of Reclamation, Minerals Management Service, National Park Service, Office of Surface Mining, U.S. Fish and Wildlife Service, and the U.S. Geological Survey.

PROGRAM REQUIREMENTS:

Excellent research and writing skills are required. Interns must also successfully pass a background check.

APPLICATION PROCESS:

Submit (preferably as one PDF file, with resume as first page) cover letter, resume (include 2 professional/academic references), Student Volunteer Application Form (available online) indicating 1st through 3rd choices of location as well as desired areas of law, law school transcript, and writing sample (max. 3 pgs.) by **Sun., Aug. 14, 2011 (Spring 2012); Sun., Jan. 1, 2012 (Summer); and** between Thurs., Mar. 1, 2012 and **Sun., Apr. 1, 2012 (Fall 2012)**. The DC Headquarters serves as a primary collection point for regional and field offices, and forwards student applications according to their interests.

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

IMA JAE D. STUDENT

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

December 1, 2011

Ms. Kimberly Benton
Office of the Solicitor
U.S. Department of the Interior
MS 6556, 1849 C St., NW
Washington, DC 20240

Dear Ms. Benton:

I am a second year law student at American University Washington College of Law. Please accept these materials as application for the Summer Legal Internship. I am drawn to the Department of Interior because of your work in administrative matters, most specifically Indian Law.

Comment [WCL1]: Why this employer specifically.

I have a variety of experiences working with environmental and administrative issues. In college, I was a founding member of Students for a Green Campus. While I initially thought I'd pursue more traditional environmental issues in law school, I have now discovered a strong interest in the development and management of our natural resources. I became particularly interested in Native American issues as an outshoot of my volunteer experience with the State Burial Laws Project. Through my research, I was able to get a sense for the grave injustices that have taken place in some situations, and hopefully, through the Project, may have a small part in helping practitioners right these wrongs. As a legal intern for the Department of Justice, Environment and Natural Resources Division, I also had the opportunity to conduct legal research and draft memoranda and motions dealing with the protection of endangered species and civil enforcement of federal pollution control laws.

Comment [WCL2]: Starts the track record of public service.

Comment [WCL3]: Showcasing specific and unique experience.

Comment [WCL4]: References position description - ie. key words.

I also have a record of strong academic performance. My background includes educational and research experience in constitutional, environmental, and administrative law, in which I received the highest grade designation. I have demonstrated my excellent research and writing skills as a junior editor for the Sustainable Development Law & Policy Brief.

Comment [WCL5]: Speaks to excellent research and writing skills referenced in post.

I am looking forward to the opportunity to speak with you further about my qualifications. I have enclosed my resume, references, Student Volunteer Application Form, indicating my first through third choices of location and desired areas of law, law school transcript, and writing sample. I would like to be in Washington, DC, but would also be interested in Anchorage or Portland as I am from that area.

Comment [WCL6]: Specifically asked for in the post.

Sincerely,

Ima Jae D. Student
Enclosures