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Introduction

Welcome from the Public Interest Center

The mission of the Public Interest Center at Northwestern University Pritzker School of Law is to advise, support, and foster strong commitments to public interest and help shape the next generation of public interest attorneys and leaders.

The Public Interest Center provides a broad spectrum of services and supports, including:

- Individualized career advising, e.g., resume and cover letter review, guidance with job applications;
- Financial support for students and alumni engaged in public interest work, including guaranteed summer funding, postgraduate fellowships and the Loan Repayment Assistance Program (LRAP);
- A range of pro bono and public service opportunities; and
- A dynamic network of Northwestern Law alums and JD professionals.

The Director of the Public Interest Center is Professor Cindy Wilson. She oversees the work and staff of the Center, including existing programs, new initiatives, and funding. The Public Interest Center has three additional staff to provide you support during your public interest journey:

Emily Powers provides public interest career advising to students with the last names A-R and alumni. She is also your go-to person to discuss postgraduate fellowships, including the Skadden, Equal Justice Works, and Northwestern Postgraduate Fellowship. She also manages Northwestern Law’s Loan Repayment Assistance Program (LRAP) if you have questions about student loan repayment. Her email is: emily.powers@law.northwestern.edu.

Sara Sommervold provides public interest career advising to students with the last names S-Z and alumni. She is your point of contact for guaranteed summer funding and summer fellowships. She is also the Director of Northwestern Law’s Pro Bono and Public Service Program if you have questions about pro bono and volunteer work and earning public service recognition at graduation. Her email is sara.sommervold@law.northwestern.edu.

Matthew Hawkins provides the Public Interest Center with administrative support and is the person you should reach out to for reimbursement, financial award processing, logistics, and any other public interest administrative needs you may have. Matthew’s email is: matthew.hawkins@law.northwestern.edu.

We are excited you are here. Whether you aspire to become a public interest lawyer, incorporate pro bono work into your studies or practice, or serve in other ways, we look forward to supporting you to reach your goals in the years to come.

Public Interest Center Contact Information:
Location: We are located in the Bluhm Legal Clinic on the 8th floor of the Rubloff Building
Email address: Public_Interest_Center@northwestern.edu
Website: https://www.law.northwestern.edu/academics/public-interest/
What is Public Interest Law?

Public interest law is defined as anything affecting the well-being of the public at large, most commonly representing or advocating for those living in poverty or marginalized populations. There are many reasons to pursue a career in public interest law: passion for a particular issue, the desire to assume significant responsibility early in your legal career, or the drive to make a difference.

Public interest attorneys work on a multitude of issues, including criminal law, education, disability law, environmental law, housing, immigration and voting rights. Careers in public interest law span a wide range of practice areas from litigation and class action work to policy and legislative work, to advocacy and movement lawyering. You may choose to work in government at the federal, state or local level, including public defender or prosecutor offices, or you might work for a non-profit organization. You may pursue a career in legal aid providing civil legal services to people living in poverty or be inclined to work on impact litigation that affects a large number of people.

Listed below are the major types of public interest practice settings. Note that within each practice area, there may be overlap. Some organizations or agencies work on one issue or with one population, while others work on multiple issues across many populations. Some may exclusively focus on litigation, while others may engage in policy and legislative work. Talk with your public interest career advisor about different employers and the work that they do.

Careers in the Public Interest

Federal, State, and Local Government
Federal agencies oversee particular areas of federal government (e.g., Department of Health and Human Services, Securities and Exchange Commission, Environmental Protection Agency) and/or represent the federal government in legal matters (e.g., the Department of Justice).

State agencies specialize in particular areas of state government (e.g., Social Services, Environmental Conservation, etc.). Typically, each agency has its own legal staff. Moreover, State Attorneys General bring actions on behalf of the state in a wide range of cases and also serve as defense counsel in cases brought against the state. For a list of state attorney generals, see http://www.naag.org/current-attorneys-general.php.

City agencies specialize in particular areas of municipal government and represent the municipality in legal matters (e.g., New York City Housing Authority, City of Chicago Law Department). City attorneys represent a city in legal matters, from civil claims against the city, to real estate issues, to prosecuting misdemeanors in some jurisdictions.

For each level of government, there are also attorneys who work in the legislative branch, as legislative assistants on individual members’ personal staffs, or as staff attorneys for committees.
Prosecuting Attorneys
U.S. Attorney’s Offices prosecute federal cases. Offices are located throughout the country and are a branch of the U.S. Department of Justice.

District Attorneys are local offices organized by county. Larger offices, such as those in New York City, may have specialized units focusing on such areas as domestic violence or appellate work. For a list of prosecuting offices in the United States, see www.prosecutor.info.

Public Defenders
Federal Defender Offices represent indigent defendants in federal cases.

State Public Defenders - about half of the states fund state-wide public defender offices; in other states, offices may be organized by city or county. For a list of public defender offices in the U.S., see www.nlada.org.

In Chicago, the Cook County Public Defender’s office provides defense services for indigent defendants in criminal cases. In New York City, the Criminal Defense Division (CDD) of the Legal Aid Society is the main provider of criminal representation for indigent defendants. Some New York City boroughs have separate defender offices, such as the Brooklyn Defenders and the Bronx Defenders.

Civil Direct Legal Services Offices
Legal aid offices provide high quality civil legal services to individual clients who cannot afford an attorney.

Areas of practice commonly include: housing, family, consumer, government benefits, immigration, labor, employment, and education law.

Some direct services providers receive federal funding from The Legal Services Corporation; others are funded through private or state sources.

Law Reform/Policy Organizations
Law reform and policy organizations focus on law reform efforts in one or more specialty areas, or advocate on behalf of a particular group of people.

Examples include the ACLU, NAACP Legal Defense Fund, Inc., Earthjustice Legal Defense, etc. Law reform organizations can be found at the local, state or national level.

International Public Interest Work
Work varies widely as do the settings in which attorneys practice, ranging from the State Department to the United Nations to work for nonprofits in the United States and abroad.

Most international employers require proficiency in at least one foreign language.

Public Interest Law Firms
A public interest law firm is a private, for-profit organization. Often small in size, they specialize in one or more public interest areas (e.g. employment discrimination, labor law, police brutality, family law, immigration, civil rights, etc.) or working with an underrepresented group.
Public Interest Work Types

Public interest lawyers engage in a broad range of activities that require a diverse set of skills. When you are contemplating a career in public interest law, it is important for you to consider the type of work that you like to do and the way that you like to go about doing your work. Some attorneys love being in court and litigating for a particular cause or client. Other attorneys prefer to be behind-the-scenes, perhaps drafting contracts or legal documents. Yet others prefer to work in partnership with communities and coalitions to advocate for legal or policy changes. The list below is not exhaustive, but provides an overview of some of the day-to-day-activities associated with different areas of legal practice.

- Administrative Advocacy
- Administrative Management
- Alternative Dispute Resolution
- Community Education
- Community/Movement Lawyering
- Direct Services
- Enforcement
- Legal Research & Writing
- Legislative
- Litigation: Appellate
- Litigation: Class Action
- Litigation: Impact
- Litigation: Trial
- Oversight & Investigations
- Policy
- Teaching
- Transactional Law

This list was adapted from the Harvard Law School “Public Interest Work Types” list.
Public Interest Issue Areas

Public interest law encompasses a broad range of issues. The list below is not exclusive; it is meant to provide you an idea of many of the issues that public interest attorneys work on across a wide array of practice settings.

<table>
<thead>
<tr>
<th>AIDS/HIV</th>
<th>Environment</th>
<th>Juvenile Defense</th>
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<tbody>
<tr>
<td>Business/Economic Issues</td>
<td>Family</td>
<td>Labor/Employment</td>
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<td>Children &amp; Youth</td>
<td>Farm/Migrant Workers</td>
<td>LGBTQIA+</td>
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<td>Civil Rights &amp; Liberties</td>
<td>First Amendment</td>
<td>Municipal Law</td>
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<td>Consumer Protection</td>
<td>Gun Control</td>
<td>Prisoners’ Rights</td>
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<tr>
<td>Criminal Legal System Reform</td>
<td>Government Accountability</td>
<td>Prosecution</td>
</tr>
<tr>
<td>Death Penalty</td>
<td>Health/Medical</td>
<td>Public Defense</td>
</tr>
<tr>
<td>Disability</td>
<td>Housing/Homelessness</td>
<td>Racial Justice</td>
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<tr>
<td>Domestic Violence</td>
<td>Immigration/Refugee</td>
<td>Reproductive Rights</td>
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<tr>
<td>Education</td>
<td>Indigenous/Tribal Law</td>
<td>Security/Defense</td>
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<tr>
<td>Elder</td>
<td>Intellectual Property/Technology</td>
<td>Voting/Campaign Finance</td>
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This list was adapted from the Harvard Law School “Public Interest Issue Areas” list.
Timelines by Class Year

Ongoing Tasks

- Review Career Space and the law school calendar for public interest programming and events.
- Build public interest credentials through internships, externships, clinic, journal, pro bono and community service work and leadership in student organizations.
- Attend the Equal Justice Works (EJW) Career Fair in October (2Ls and 3Ls) and MPILCC job fair in February (1Ls, 2Ls, 3Ls). Even if you are not interviewing for a position, you can attend table talks to speak with employers.
- Monitor Symplicity, PSJD and employer websites for job postings, including summer internships, externships, and postgraduate opportunities.
- Review the Northwestern Alumni Database to see all of the places public interest alums work and reach out to those who may be helpful in your job search.
- Network with practicing public interest attorneys through on-campus and off-campus events, LinkedIn, etc.

1L YEAR

Fall

- Expand your knowledge of public interest subject areas and types of lawyering by attending Public Interest Center events, including job search sessions, networking events, and workshops.
- Remember to start your volunteer public service hours. You will need 20 over the course of the school year in order to qualify for guaranteed public interest summer funding.
- Draft your resume in law school format (see the General Resume Template on Career Space).
- After October 2nd, you can meet with your career advisor to begin thinking about your 1L summer internship. Sign up for PSJD and start to monitor Symplicity for job postings.
- Construct a personal calendar of application deadlines.
- Attend the 1L Summer Job Session hosted by the Public Interest Center & PILG on Nov. 15th.
- December: start applying to summer internships (you can wait until winter break if that works best for you).
- Review the requirements for public interest summer funding.

Spring

- Continue conducting your 1L summer internship search.
- Consider attending the Midwest Public Interest Career Conference (MPILCC) on February 3rd. Even if you already have a 1L summer job lined up, you can still meet other employers to learn about their work and see if it might be a good future opportunity.
- Make sure you meet the requirements for summer funding.
- If you are considering an internship or career in federal government, review the Government Honors & Internship Handbook available on Career Space.
Summer

- Work hard to get as much experience from your internship as you can. Try to obtain a good reference and writing sample from your 1L summer.
- Take advantage of brown bag lunches or other educational and networking opportunities offered by your employer or other groups including the Public Interest Law Initiative (PILI) in Chicago or local organizations where you are working.
- Continue to explore your interests across different issue areas and types of legal work.
- Consider whether your summer employer could be a potential post-graduate employer or fellowship sponsor.
- Update your resume at the end of the summer while your experience is still fresh on your mind.

2L YEAR

Fall

- Reflect on your 1L internship; determine whether you want to explore a new area in 2L summer or deepen prior experience. Assess your interests in different issue areas and types of legal work.
- As one factor in your search, determine whether organizations may have post-graduate opportunities. Do they regularly hire staff attorneys, do they have their own fellowship or have they successfully sponsored project-based fellowships?
- Begin your 2L summer internship search. Construct a personal calendar of application deadlines.
- If you are considering an internship or career in federal government, review the Government Honors & Internship Handbook available on Career Space.
- Meet with your public interest career advisor to discuss your short-term and long-term goals and how they relate to 2L summer.
- Attend the 2L Summer Job Session hosted by the Public Interest Center on September 27th.
- Consider attending the Equal Justice Works Career Fair, currently held virtually in October. You can apply for interviews and also network with a wide array of employers through table talk.
- Remember to start your volunteer public service hours. You will need 20 hours over the course of the school year in order to qualify for guaranteed public interest summer funding.

Spring

- Apply for your 711 license. You are eligible to apply after you complete at least one half of the total hourly credits required for graduation from Northwestern Law.
- Consider attending the Midwest Public Interest Career Conference (MPILCC) on February 3rd.
- Finalize 2L summer job plans and complete public service hours to obtain summer funding.
- Consider participating in The Law Consortium (TLC) to interview for postgraduate positions (primarily federal government employers). Registration opens in April closes in May for virtual interviews in June.
Review the list of participating employers for OCI (a small number of public interest employers participate).

If you are thinking about applying to postgraduate fellowships, review the Post-Graduate Fellowship resources on Career Space and meet with your public interest career advisor. For project-based fellowships, many host organizations have internal application deadlines in June before your 3L year.

**Summer**
- Work hard to get as much experience from your internship as you can. Try to obtain a good reference and writing sample from your 2L summer.
- Continue to work on a personal calendar of application deadlines for postgraduate positions.
- Review the PSJD fellowship information.
- If you are interested in applying for the DOJ Honors Program, attend summer webinars and contact a DOJ ambassador to gear up for the application process.
- Review PSJD for organization-based fellowships. Many have early fall deadlines. Meet with prior fellows to help you prepare for your application and interviews.
- Update your resume at the end of the summer while your experience is fresh on your mind.

**3L YEAR**

**Fall/Winter**
- Meet with your public interest career advisor to continue thinking about your post-graduate job strategy.
- Keep an eye on key deadlines and note many are in early September (see Appendix 1).
- Attend the 3L Summer Job Session hosted by the Public Interest Center on October 18th.

**Spring/Summer**
- Apply for jobs that post announcements in spring and summer on Symplicity, PSJD and other sites.
- If applying for a position with a public defender or prosecuting office, note that the application process, interviews, and hiring often take place the spring of 3L year and the timing and hiring practices vary widely from office to office.
- Meet with your career advisor(s) for continued support with your applications.
- If you have federal student loan debt and are planning to apply for LRAP, reach out to the Public Interest Center.
Summer Internships

General Considerations

Summer internships are a critical way for you to develop your legal skills, build a strong network of public interest attorneys and organizations, and to explore or confirm the type of legal work you hope to pursue in the future.

How to Plan a Summer Public Interest Job Search

You should begin by assessing your personal interests and goals. Consider the skills you want to develop and the issue areas or work types that you would like to explore during your summer. For example, you might ask yourself:

- What legal and/or work-related experiences have been particularly enjoyable to me?
- What skills do I want to develop? (legal research and writing, client interviewing, etc.)
- Do my current interests and background lead me to any particular area of law?
- Do I want to engage in civil or criminal work?
- Do I want to explore government opportunities (and if so, federal, state, or local)?
- Do I want to work in litigation?
- Do I want to explore direct service work with individual clients or work on broad legal issues (e.g. policy research or legislative reform?)
- Am I interested in community education or organizing?

Once you have answered these questions, identifying internships that will best fit your personal interests and goals will be a little bit easier.

1L Summer Job Search

Your 1L summer job search can begin in November. You can research internship opportunities that interest you, draft your resume in the law school format, and meet with a public interest career advisor starting October 2nd. Applications can generally wait until after you finish final exams. Winter break is a great time to complete applications. Many organizations do not make internship offers to 1Ls until February or later.

You should note that some organizations with name recognition (e.g., ACLU, Southern Center on Human Rights in Atlanta, Center for Constitutional Rights in New York) tend to have early deadlines, so it is wise to check Symplicity, PSJD and NLADA as well as organization websites early to construct a list of internship opportunities and deadlines. See Appendix 1 for a list of general deadlines, and Appendix 2 for employer websites.
2L Summer Job Search

The 2L public interest search should begin in the fall, earlier than your 1L search. Some employers have early fall deadlines, including public defender and prosecutor offices in cities like NYC and D.C. It may also be to your advantage to apply early if employers are accepting and evaluating applications on a rolling basis. If you apply earlier in the semester, you will not have competition from the thousands of 1Ls across the country who will likely be applying later in the cycle for summer public interest jobs.

The Equal Justice Works (EJW) Career Far in October is an excellent opportunity to apply for positions and network with a large number of public interest employers. Registration typically opens in early August and you can submit your applications for interviews in September. Even if you don’t receive an interview with a particular organization, you can attend table talk and network with employers.

You should also consistently review the Symplicity, PSJD, NLADA, and employer websites for positions that interest you. You can also attend the Midwest Public Interest Career Conference (MPILCC) hosted by Northwestern Law in February if you do not yet have a 2L summer internship. Notably, the prosecutor and public defense offices in Chicago don’t typically hire summer interns until March or April.

We will also note that even though we encourage you to apply early, you may not hear back for a while. There is enormous variety in the timeline public interest organizations use for summer hiring, and many will not hire interns until February or later.

Summer Funding

There will be an information session on guaranteed summer funding in the fall. Applications for guaranteed summer funding and the named summer fellowships will open during spring semester.

Northwestern Law Guaranteed Summer Funding

Northwestern Law offers guaranteed summer funding in the amount of $8,000 for JDs who have internships with non-profit or government employers during the summer. To qualify:

- You need to secure a full-time internship that is 37-40 hours a week for 10-weeks with a non-profit or government employer. Judicial internships and clerkships do not qualify for summer funding.

- The work you do must be legal in nature and supervised by an attorney.

- You must also complete and log 20 hours of public service by the end of the academic year in which you apply for funding.
If you are planning to work for a non-profit or government employer during 1L and 2L summer, you can apply for guaranteed funding both summers.

**Named Summer Fellowships**

Northwestern Law has several named summer fellowships that all provide $8,000 in funding to students who have demonstrated a commitment to public interest work and meet the requirements of the specific fellowship.

The **Stevens Fellowships** are awarded to four Northwestern Law students for summer public interest work, and preference is given to 2Ls. You must have an offer from a public interest organization to apply for this fellowship.

The **Kleiman, Rosen Bien**, and **Nussbaum** fellowships are also available to students who have demonstrated a commitment to public interest work.

The **Lefkow Fellowships** are awarded each year to two Northwestern students. One is for work at **Legal Aid Chicago** (formerly the Legal Assistance Foundation of Metropolitan Chicago), and the other is for work at the **National Immigrant Justice Center** (NIJC).

For more information about summer funding and named summer fellowships, please contact Sara Sommervold (sara.sommervold@law.northwestern.edu).

**External Summer Funding**

Beyond Northwestern Law summer funding, there are external funding sources you may explore including:

- **PSJD Summer Funding Resources**
- **Equal Justice America**
- **Public Interest Law Initiative – Law Student Intern Program**
- **Equal Justice Works Summer Corps**

**Public Interest Externships**

Many public interest students elect to pursue an externship during the semester. The difference between an internship and an externship is that an internship is generally off-campus work for pay, while an externship is generally off-campus work for academic credit.

During an externship, students work 12-15 hours per week (or a minimum of 180 total hours in the summer) at an externship site for the course of an entire semester. Students also participate in an
accompanying Practicum course which includes a weekly seminar where students discuss assigned readings regarding public interest law (or criminal law or civil government law or other area of law depending on the Practicum class) and their externship experience. Grades are based on reflective journal submissions, class participation, a final presentation, and successful completion of the externship.

Externships are an incredibly valuable way to gain additional real-world experience, develop and sharpen your legal skills, and strengthen your public interest resume. Externships can also provide you a strong writing sample or letter of recommendation from your supervisor to use when applying for positions in the future, or could even be a foot-in-the-door with an employer who may hire you after graduation.

Northwestern Law currently offers the following practicums:

- Civil Government Practicum
- Corporate Counsel Practicum
- Criminal Law Practicum
- High Tech Practicum
- Judicial Practicum
- Media Law and Government Transparency Practicum
- Mediation Practicum
- Public Interest Practicum

If you are interested in exploring an externship, deadlines tend to be early to mid-summer for fall externships and fall to early winter for spring externships. Unless otherwise noted, students are responsible for securing their own externship with guidance from the Practicum professor. You can find externship opportunities on Symplicity, PSJD and individual organization websites and by speaking with the Practicum professor.

**Pro Bono**

Regardless of where your career takes you, as a licensed attorney you will have the privilege and responsibility to provide services to the underserved and impoverished populations in the greater community. See ABA Model Rule 6.1. While you are still a student, it is a great time to cultivate the habit of doing good works and giving back to your community, either through pro bono work or public service.

For this reason, we encourage all NULaw students to pledge a minimum number of pro bono and public service hours by the time you graduate. Please review the Pro Bono and Public Service Program website for details about each degree programs’ goals.
Start building your pro bono and public service habits 1L year by visiting the Pro Bono and Public Service Opportunity Database.

For students who intend to take the New York Bar, please review the pro bono requirement for the exam. You must perform and submit 50 hours of certified pro bono work prior to sitting for the NY Bar.

Please note, the NULaw Pro Bono and Public Service Program does not require your public service hours to be pro bono legal service hours to count toward graduation recognition. For the hours to count toward graduation recognition they must be performed for a government or non-profit organization but do not need to be legal in nature.

For more information about pro bono opportunities, please contact Sara Sommervold (sara.sommervold@law.northwestern.edu).

Post-Graduate Job Search

Entry-Level Positions and Hiring Timeline At-a-Glance

For many students, the post-graduate job search will begin in earnest the summer before your 3L year to ensure you aren’t missing key deadlines, although many employers do not accept applications until early fall and some even hire in the winter or spring.

Generally, most students secure an entry-level position through:

- Fellowships
  - Project-based fellowships include the Skadden Fellowship, Equal Justice Works Fellowship, Justice Catalyst Fellowship, etc.
  - Organization-based fellowships, which can be found on PSJD or Symplicity
  - Northwestern Postgraduate Fellowships
- Public Defender Offices
- Prosecutor Offices
- Federal Government Honors Programs (including the DOJ Honors Program as well as agency-specific Honors programs)
- Legal Aid Offices

Public interest employers have a wide range of deadlines. For example, organizations looking to host a fellow through a project-based fellowship like Skadden or EJW often have internal deadlines in June before your 3L year. If selected, you will then work on a project proposal with the host organization to submit to Skadden or EJW in early September.

Similarly, the Government Honors Programs (including the DOJ Honors Program and agency-specific Honors Programs) release their application during the summer before your 3L year and typically have deadlines in early September. Many organization-based fellowships also have early September...
deadlines. You should plan to speak with your public interest career advisor in May or early June to devise an application strategy.

Legal Aid Offices in big cities will often hire a handful of entry-level attorneys and typically have application deadlines in January. Public defender and prosecutor offices in Chicago tend to hire in the spring of your 3L year. **You should remain vigilant about checking Symplicity, PSJD, NLADA and employer websites before and during your 3L year to ensure you are not missing any key deadlines.**

**Tips for how to secure and succeed in a post-graduation position:**

- Public interest graduates tend to be given tremendous responsibility in their first jobs. Therefore, employers look for evidence that the student has gained the skills that particular employer needs.
- All public interest employers look for clinical or externship experience or other practical experience. Some—but not—all employers look for experience in their specific issue areas.
- Employers that practice complex litigation will look for sophisticated research and writing experience and may prefer journal experience.
- Employers who engage in community organizing or direct client work prefer students who have interviewing skills, and are comfortable “on their feet,” either through externships, moot court, clinics, or volunteer or pro bono work.
- In general, public interest employers are less grade-focused than the private sector. However, federal government employers tend to prefer candidates who have clerked, which requires good grades.
- Public interest positions are often highly competitive. Many public interest employers have shared they hire the applicant who finds a way to stand out of the crowd—through a strong record of public interest work, key skills and experiences that align with the position, a demonstrated knowledge of and interest in what the employer does, and a compelling resume and cover letter that will persuade them that you are the best person for the job.

For more information about post-graduate opportunities, please reach out to your public interest career advisor. For more information specifically about post-graduate fellowships, please contact Emily Powers at emily.powers@law.northwestern.edu.

**The Job Search Process: Applying & Interviewing**

**How to Draft a Legal Resume**

**The Basics**

- **Goal:** Most employers spend about 30 seconds scanning a resume, so it must be clear, easy to read, and concise. Your resume provides a sample work product so it must be free of mistakes, typos, and grammatical errors.
• **Length:** During your 1L year, your resume should generally be one page. It may be a little longer if you had significant work experience prior to or during law school. As you gather relevant public interest experiences and skills, your resume may grow longer as you describe that work. Resumes for federal government positions or post-graduate fellowships also tend to be longer. See more on PSJD. Ask your public interest career advisor to review your resume.

• **Consistency:** All city/state information and dates should be in the same style, font, and location throughout the resume. If the names of the schools you attended are in bold, the names of your employers should be too.

• **Different Versions:** You may want to create multiple resumes if you are looking in multiple cities/regions, are simultaneously applying to different kinds of offices or are interested in different practice areas (e.g. criminal law and transactional corporate law).

• **References:** You do not list references in a legal resume, nor do you indicate that they are available on request. It is assumed. References are a separate document.

• **PDF:** Consider saving your resume in PDF form before sending it electronically to an employer. Often different versions of Word will handle formatting differently and may make your resume go over a page or change the font sizes or spacing.

• **Updating:** You should be prepared to revise and update your resume at least twice a year to reflect new honors and work experiences.

• **Ethics:** In a competitive market, the temptation to exaggerate one’s credentials can occur; don’t let yourself give in to this temptation. All information with respect to your academic record, school activities, employment history, or other biographical data must be accurate.

### The Format

• **Templates:** We highly recommend using the resume templates on Career Space to have a readable and professional-looking resume.

• **Style:** While a little creativity is good, avoid fonts over 14-point, non-traditional fonts, using photos of any kind, or using colored fonts or paper.

• **Contact Information:** List your name, address, phone number, and email address at the top of your resume. Make sure your email address is professional. We suggest using your Northwestern email address. Likewise, make sure the voicemail for the phone number listed has a professional-sounding outgoing message that states your first and last name.

• **Pronouns:** Should you choose to, you may list your pronouns in parentheses after your name. We recommend listing them in a slightly smaller font than your name and in small caps format.

• **Sections:** Your resume should have an Education section and an Experience section. Most information will fit in one of these two sections. You may have a Skills, Interests, or Volunteering Activities section at the bottom if space permits and the information is appropriate.

• **Degrees:** If you have space, we recommend spelling out your degrees e.g. “Juris Doctor” and “Bachelor of Arts.” If you abbreviate one degree, abbreviate all of them e.g. “J.D.” and “B.A.”

• **High School:** High schools should no longer be listed on a legal resume.
• **Geography**: Each institution listed under Education must include a city and state, even if it is clear from the name of the school where it is located. This creates a consistent format (e.g. “University of Alabama-Birmingham, Birmingham, AL.”)

• **GPA**: We recommend listing GPAs over 3.0. GPAs should be listed to 2 decimal places and may not be rounded up e.g., 3.64.

• **Latin Honors**: If you graduated with Latin honors, they should be italicized and listed on the same line as the degree (e.g., “Bachelor of Arts in Political Science, magna cum laude”) or in a bullet point (e.g. GPA: 3.95 | graduated summa cum laude).

• **Transfers**: If you transferred during your undergraduate or legal studies, speak to your Career Adviser about what information needs to be included on your resume.

• **Activities/Other Honors**: All extracurricular activities, awards, and scholarships related to a school that you attended should be listed in the Education section, not a separate section.

• **Relevant Coursework**: Relevant coursework may be listed under Education if you would like to indicate a concentration in a specific practice area e.g. Human Rights Law, Employment Law, etc.

• **Clinics, Externships, and Summer Jobs**: These experiences should all appear in the Employment section of your resume, highlighting the work that you did and the skills you built.

**The Content**

• **Commitment to the Public Interest**: When applying to public interest positions, it is critical to demonstrate your commitment to the public interest, including internships, externships, clinic, volunteer work and pro bono activities.

• **Focus on skills** you gained during previous jobs, volunteer experiences, internships, etc., especially as they align to the position to which you are applying.

• **Use active verbs** to demonstrate your skill sets and avoid repeating the same language. (See Appendix 3).

• **Create several versions** of your resume tailored to the positions you are applying to, if helpful.

**How to Draft a Cover Letter**

**The Basics**

• Keep your cover letter to one page.

• Font size should be 11 or 12 point; avoid non-traditional fonts or using colored paper.

• Ensure your cover letter does not have any typos, especially your contact information.

• Personalize your cover letter to the position. You should share what makes you a unique candidate and highlight the skills the employer is seeking (e.g. judges want to know about research and writing; public defender and prosecuting offices will want to know about public speaking and thinking on your feet; transactional employers want strong attention to detail and negotiation skills).
• Do not restate your entire resume. You should think of your cover letter as an opportunity to connect the dots between your experiences and provide additional context where needed.
• Do not tell a potential employer what you will get out of the role to which you’re applying; aim instead to make connections between your experience and how it will benefit the employer.

The Format

Address and Salutation
• Share your name, address, phone number and email address at the top of the letter, even if you are applying via Symplicity.
• Address the cover letter to an actual person.
  o Try finding a name – look on the employer’s website or check the NALP Directory for large firms or the Public Service Jobs Directory (PSJD) for government agencies and non-profits to find the name of the hiring manager.
  o If you still cannot find a name, “Dear Hiring Manager” is preferable to “To Whom It May Concern.”
• In the salutation, include the recipient’s entire name. (e.g., “Dear Andy Gomez.”) Don’t use “Mr.,” “Mrs.,” “Ms.,” or “Dr.” unless you are sure of the hiring manager’s gender, marital status or title.

Paragraph One: Introduction
• The introduction paragraph tells the reader who you are, why you are writing to them, and extremely pertinent facts, like who referred you or your ties to their region. This paragraph should be 3-4 lines long.
• Do not take up space telling them your name – it is at both the top and bottom of your letter. Instead, start with facts about yourself. e.g. I am a second-year student at Northwestern Pritzker School of Law with a strong interest and background in environmental advocacy.”
• Indicate if you have talked to students, faculty or alumni who speak highly of the organization.
• Share why you are applying. Take 10 minutes to research the employer and find out what makes them unique and what draws you to them.

Paragraphs Two & Three: The Argument
• The middle section of your letter should put forth your arguments as to why you, among all of the applicants, should be hired.
• This could be one longer paragraph, or two medium length paragraphs depending on the amount of “evidence” you want to present.
• Start with a thesis statement. “I would be a strong addition to your office because…”
• Think of 2-3 “strengths” that you have that would benefit this employer.
• Consider not only what your best skill sets are, but what is most beneficial to this particular type of employer (as noted above, a small nonprofit may look for different skills than a Public Defender’s Office or a Legal Aid office).
Examples of strengths: research, writing, public speaking, advocacy, analysis, client management, time management, project management, creativity, objectivity, the ability to break down complicated concepts, self-motivated, detail-oriented, adaptability, quick learner, independent worker, team player, strong interest in the issue/practice area as demonstrated by past work, academic or personal experiences, leadership, etc.

- Provide specific examples of your strengths.
  - e.g. “I can bring strong research, writing and oral communication skills to your organization. Last summer I worked as an extern for the Office of Housing and Urban Development where my primary role was researching and providing case law and statutory support to the attorneys. In a given week, I researched and drafted as many as five memoranda dealing with issues from constructive eviction to the definition of a protected class. In addition to writing memoranda on my findings, I often also gave oral reports of my findings to the attorneys, honing my oral communications to be succinct and organized.”

- Do not include unnecessary information. Keep it relevant and straightforward.

Closing Paragraph
- List the documents included with the letter. Provide only what the employer has asked for, unless you have something you think will add serious value to your application and is not a lengthy addition.
- Tell the employer how to get in touch with you by email, telephone, and mail.
- Mention availability of Guaranteed Northwestern Summer Funding, if applicable.
- Thank the employer for considering you.
- Optional: Share that you will follow-up in a few weeks if you think the employer would appreciate the diligence.

How to Select a Writing Sample

You should only plan to send a writing sample if an employer asks for it. When preparing a writing sample:

Remember to include your contact information
- Your name and basic contact information should be added to the top of the first page of your writing sample. You always want to make it as easy as possible for an employer to contact you, using any of your application materials they might have in front of them.

Make sure it is the appropriate length
- Many employers ask for a writing sample that is 5-10 pages. If your piece of writing is longer, select an excerpt to share. Ideally you should select one discrete section that includes an entire argument. It may be helpful to omit a lengthy statement of facts.
• You should include a cover page to provide context for your writing sample and note what you omitted e.g. “This case involves the arrest of a client who allegedly violated conditions of parole. I have deleted the statement of facts on the interest of brevity, and included my analysis of whether such an arrest is legal under Illinois law.” (See Appendix 4).

Select a sample that reflects your own work
• Your writing sample should be a piece of writing that is outlined, researched and drafted by you.
• Employers will generally expect that your piece of writing has been lightly edited by a professor or supervisor (and it is in fact it is helpful to ask for an extra set of eyes to proofread for grammatical or Bluebook errors), but make sure the substance remains primarily your own.

Select a sample that reflects your best work
• You should generally strive to share a piece of writing that reflects your best legal analysis.
  o For most 1L students, your legal research memorandum represents the best (or only) writing sample available—and that is ok! Employers will expect that. A law review or journal write-on typically is not a good sample because it does not contain original legal research.
  o Aim to develop one strong writing sample during each academic year and/or summer internship. Examples could include: a memo, letter, moot court brief, journal note, seminar paper, clinic work sample, or advocacy piece from an internship or externship.
  o If the position is more policy or academic oriented, you may decide (or even be instructed) to choose a sample less focused on legal analysis and more aligned with the type of writing you would do in the position.

Consider your audience
• If possible, you should select a writing example that the reader will find relevant and interesting. For example, if you are applying for a position with a housing organization, you will likely score bonus points if your writing sample addresses a housing issue and demonstrates interest/experience in their area of work.
• However, the most important thing is to choose a sample that reflects your own work and is representative of your best legal writing. If you have to choose between a relevant subject or your best writing, go with your best writing.

Ask for Permission and Consider Confidentiality
• If your sample is from a prior job or internship, make sure to ask your employer for permission.
• Redact any confidential information before sharing. Rather than using a black marker to hide the identity of parties, it is preferable to insert a fictitious name (e.g. Client A or Organization X).
• Make a note on the cover sheet that you have the permission of the employer to share the writing sample and note what, if any, information was redacted.

How to Request References and Letters of Recommendation

Some employers ask for references as part of the initial application, while others may ask for references after an interview. Note that a request for references is different than a request for recommendation letters. A list of your references should be provided as an attachment and include a name, title, contact information and how you know the reference (see Appendix 5). Only provide references if the employer asks for them. Similarly, only provide letters of recommendation if requested (this is more common for fellowships and permanent positions).

The most appropriate references are your current or former employers (including summer internships) and your law school professors (including clinical professors and instructors). Typically, employers would like to see at least one academic reference and one professional reference.

Before you provide a list to the employer, you should ask your references permission and check their availability. Be sure to provide your references plenty of advance notice, especially if they are writing you a letter of recommendation. Remember that people are often traveling during the summer and holiday breaks, so you should aim to provide them at least two weeks’ notice and have a back-up reference in mind if they are unavailable. It is helpful if you provide them a brief description of the position you are applying to and some projects or assignments they might highlight when speaking about you.

Transcripts & Grades

The good news is that most public interest legal employers are not as concerned with GPA as private sector employers and will generally consider your whole resume and application including your work experience, pro bono and volunteer activities, writing and communication skills and commitment to the public interest. The exception to this is federal government positions, including the DOJ Honors Program, which focus more on grades and like to see a track record of academic success.

Like the writing sample, the transcript is usually not submitted with an initial application unless an employer specifically requests it. For any applications through Symplicity, there is a size limit on files. For Word or other word processing software it is rarely an issue, but PDFs may sometimes be rejected by Symplicity. For this reason, we recommend making an unofficial copy of your transcript in Word for use in any Symplicity-based applications. To do this, simply copy and paste from your transcript in Caesar into a Word document. Remember to include your name and contact information at the top of this document.
Most employers will not want a copy of your undergraduate transcripts. The exception to this is that some federal government employers with high security clearances may request an undergraduate transcript. It is a good idea to keep a copy of your complete undergraduate transcript on hand in case you need it. You must request your transcript directly from your undergraduate school.

**How to Prepare for an Interview**

A professional first impression is a key component of achieving success in searching for a job. Your public interest career advisor is ready and willing to help you prepare for interviews. Also review the [PSJD resource section on interviewing](#), as it can differ widely across public interest employers.

Interviews for summer internships are generally less formal than those for permanent positions. Many consist of a 30-minute phone or virtual conversation. Public interest employers cannot typically reimburse you for travel expenses for an in-person interview. If you cannot afford to travel to an interview, you can request a phone or virtual interview instead. Northwestern Law will reimburse students up to $500 for travel expenses incurred while interviewing for a public interest job outside of the Chicago-area. For more information, see the [Student Interview Travel Reimbursement](#) post on Career Space.

**Before the interview:**

- Spend time learning about the employer. Browse their website and familiarize yourself with their practice areas. Read recent press releases, publications, and cases to get a sense of their current work and priorities. Follow the employers’ pages on social media if they are active.
- Learn who is interviewing you and do some background research on them.
- Speak with any current or former interns or fellows at the organization. To make connections, you can reach out to current students, use the [Northwestern Alumni Database](#) or introduce yourself by finding their professional email online or reaching out to them on LinkedIn.
- Review the list of sample interview questions below and consider how you might answer them. Draft a list of questions you might ask them at the end of the interview (aim for 3-5 questions and rank them by priority in case you run out of time).
- Consider signing up for a mock interview with your public interest career advisor.

**Sample Interview Questions:**

- Tell us about yourself.
- Why are you applying for this position, and what skills will you bring with you? What skills will you need to practice or learn?
- What is your greatest strength and weakness?
- What legal issues are most interesting to you and why?
- Please tell us about your experience working on x, y, or z issue.
- Please tell me what you know about our organization.
• Are you familiar with any current cases or initiatives that our organization is working on right now?
• What do you think is the most pressing issue of our time?
• We need someone who can work independently, but also knows when to ask for help. Do you think you would be a good fit for this position?
• If hired, what would you hope to learn from this position?
• Please provide an example of a time when you had to be very strategic in order to meet all of your top priorities.
• What are some of your favorite books and podcasts, and why?
• Diversity, equity, inclusion and belonging are key values of our organization. Please share with us what your equity journey has looked like, and what ideas you might bring to help us improve.
• Tell me about a time when you were faced with a challenging situation and what you did to overcome it.
• Our organization has many different departments/divisions. Which department/division are you most interested in working in and why?
• What questions do you have for us?

The day of the interview:
• Arrive 5-10 minutes early, even for virtual appointments so that you can check that your sound and video are working. Do not arrive earlier than that, as employers are often not ready to receive you.
• First impressions matter. Make sure you dress professionally, even for a virtual interview. For virtual interviews, also make sure your backdrop is professional (or blur your background).
• If you are not told during the interview, be sure to ask about next steps in the hiring process and when you should expect to hear back (so you will know when to follow-up, if needed).

Follow-up
• Get the interviewer’s business card or contact information.
• Make sure you send a thank you email to everyone who was involved in the interview (including any contacts or connections who helped you prepare for the interview) within 48 hours. See Appendix 6 for an example.

For additional information about interviewing and networking, please see the Career Strategy Center’s Interviewing & Networking page on Career Space.

A Note on Interviews with Prosecution & Public Defense Offices

Interviews with prosecution offices can vary widely. Some will ask primarily behavioral questions such as: “How would you handle disagreeing with your superior?” or “How do you build a relationship with a witness and why is it important?” Other offices may focus on substantive legal questions or your legal
experience. In those interviews, you may be asked to explain the three standards of evidence or how you would approach a case in which you doubted the guilt of the defendant. They are trying to determine your understanding of the roles and responsibilities of a prosecutor, your ability to organize your thoughts and present clear and thorough answers, and whether you have the temperament and judgement the job requires.

Public Defense offices will typically have a multi-stage interview process that can include an online application and questionnaire and two follow-up interviews, one of which will be a hypothetical that requires you to think on your feet and craft an argument on the spot. An example hypo: “You are the PD handling bond hearings for people being held in jail on misdemeanor and low-level felony charges. Your first client was arrested outside a Walgreens having walked out of the store with several batteries, totaling $500. Please interview your client and present your bond argument.”

See Appendix 7 for more examples to help you prepare for prosecution and public defense interviews.

**How to Handle Multiple Offers**

If you obtain an offer that is not one of your top choices, you should feel free to ask the employer for some time. NALP, the National Association of Law Placement, suggests that employers provide two weeks, but most public interest employers are not members of NALP and many cannot wait that long. We advise you to ask for two weeks, realizing that you may be given less time. Talk with your career advisor about your next steps. Often, you can use that offer strategically to call your first choice employer and let them know that you have another offer, but that they are your first choice. Please note that principles of professional conduct require you to withdraw all applications once you accept a job offer.
Appendix

Appendix 1: General Deadlines – Public Interest Employers

NOTE: this list provides a broad overview of employer hiring timelines and is by no means comprehensive. You are strongly encouraged to regularly track application deadlines through:

- Symplicity
- PSJD
- USAJobs
- Individual nonprofit and government agency websites

1Ls/2Ls
The following employers tend to start hiring for summer positions in fall/early winter:

- National nonprofits (e.g. ACLU, Center for Constitutional Rights, Earthjustice, NAACP, etc.).
- Federal agencies, particularly the DOJ and including U.S. Attorney’s Offices (USAOs)
- Legal aid organizations
- Public defenders in large cities (e.g. Bronx, D.C., etc.)

3Ls
Public interest employers have a wide-range of deadlines for postgraduate employment opportunities.

2L Spring:
- If considering a project-based fellowships like Skadden or Equal Justice Works (EJW), you should meet with the public interest fellowship advisor, Emily Powers, in May. Many host organizations have internal deadlines in early June. If you are selected to apply, you will work with them on the fellowship application due in September.

2L Summer:
- DOJ Honors Program deadline is in early September. DOJ offers webinars throughout the summer. You should begin working on your application in August.

3L Fall:
- Many federal agencies (e.g. FCC, SEC, Department of Labor) have their own Honors Programs. Many of them have early fall deadlines. Keep an eye on USAJobs for updates.
- Many organization-based fellowships (e.g. ACLU fellowships, Impact for Equity’s Polikoff-Gautreaux Fellowship, Juvenile Law Center Zubrow Fellowship, Women and Public Policy Fellowship Program) also have early fall deadlines. By late August/early September, you should have researched opportunities on PSJD.org to have a sense of organization deadlines.

Winter/Spring
- Cook County State’s Attorney currently has an application deadline in December.
- Cook County Public Defender in the past has hired in spring of 3L.
- Legal aid offices have varying deadlines. Some (including Legal Aid Chicago) hire entry-level attorneys even after graduation.
Appendix 2: Websites for Your Job Search

**GENERAL**

**PSJD.org,** [https://www.psjd.org/](https://www.psjd.org/)
Comprehensive listing of public interest legal positions, including volunteer opportunities, paid summer positions, and post-graduate positions and fellowships.

**Idealist (Action without Borders),** [www.idealist.org](http://www.idealist.org)
Comprehensive listing of public service positions, both legal and non-legal, in over 140 countries. This is an especially good site for post-graduate job listings. Searchable by subject matter, country, type of position, and other categories.

**Foundation Center,** [www.foundationcenter.org](http://www.foundationcenter.org)
Provides information about every foundation in the country. Much of this information is free, but some of it is for paying subscribers only. Job corner contains a database of job openings in foundations, corporate grant makers, and other nonprofit organizations. Searchable by type of employer and region.

**Legal Services Corporation,** [https://www.lsc.gov/](https://www.lsc.gov/)
You can use the search bar to find LSC-funded legal aid organizations that provide free civil legal services to low-income individuals.

**National Legal Aid & Defender Association,** [https://www.nlada.org/job-board](https://www.nlada.org/job-board)
This is the best site for post-graduate jobs in civil legal services organizations and defender organizations. Other public interest organizations are also listed. Searchable by state.

**GOVERNMENT**

Password: GoW#8Cats!. Contains information on federal government post-graduate honors programs and summer internship programs.

**USA Jobs,** [https://www.usajobs.gov/](https://www.usajobs.gov/)
This is the federal government’s official one-stop source for federal jobs (permanent and internships) and employment information. Searchable by position, salary, and geographic location. Updated every business day. Can create an “agent” to email particular kinds of opportunities as soon as they are posted. **Note: when searching for federal jobs, you should also check the agency site, as not every job makes it into USA JOBS.**

**National Association of Attorneys General (NAAG),** [www.naag.org](http://www.naag.org)
The most comprehensive online site for the latest developments in the offices of the state Attorneys General throughout the country, including ground-breaking litigation, new appointments, and job opportunities.

**Roll Call Jobs,** [www.rcjobs.com](http://www.rcjobs.com)
Features jobs in government affairs, lobbying and other positions with organizations that do lobbying and other work with the federal government.

**STATE-SPECIFIC JOB WEBSITES**

**State of California, Department of Justice,** [https://oag.ca.gov/](https://oag.ca.gov/)
Features entry-level positions, including the Attorney General’s Honors Program.
Office of the Illinois Attorney General, [https://www.illinoisattorneygeneral.gov/Careers/](https://www.illinoisattorneygeneral.gov/Careers/) Features open attorney positions, the law clerk program and internships.

Office of the New York State Attorney General, [https://www.illinoisattorneygeneral.gov/Careers/](https://www.illinoisattorneygeneral.gov/Careers/) Includes attorney positions, opportunities for law students, and post-graduate fellowship placements.

To find the attorney general in other states, visit [https://www.usa.gov/state-attorney-general](https://www.usa.gov/state-attorney-general).

**CITY-SPECIFIC JOB WEBSITES**


LA City Attorney, [https://cityattorney.lacity.gov/careers](https://cityattorney.lacity.gov/careers) Includes law clerk and volunteer opportunities as well as deputy law attorney positions.


**INTERNATIONAL JOB WEBSITES**

Included below are bulletin boards or compilations of listings related to international public interest. We have also listed some specific organizations or entities, although this is only a sample of the major organizations – there are many more out there that you should search on your own.

**Association for Women’s Rights in Development (AWID)**

**DevNet Jobs**
Job listings in the development field, including many related to human rights and humanitarian work. Membership is required to view some listings. Free newsletter. [www.DevNetJobs.org](http://www.DevNetJobs.org)

**Foreign Policy Association**
Website and also weekly jobs newsletter. [https://www.fpa.org/](https://www.fpa.org/)

**Human Rights Tools**
This website has a variety of tools for human rights professionals. Job listings can be found at [http://jobs.humanrightstools.org/](http://jobs.humanrightstools.org/)

**Idealist.org**
Job listings in public service, including human rights positions throughout the world. If you enter your profile, Idealist will send you relevant listings. To sign up, fill out a profile at: [https://www.idealista.org/en](https://www.idealista.org/en)
### Appendix 3: List of Active Verbs for Resume and Cover Letter

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Appendix 4: Writing Sample Cover Page

Writing Sample Cover Page Example #1

**Sonia Smith**
1234 Clark St. Chicago, IL 60602
(312) 555-5555 sonia.smith@law.northwestern.edu

[the header should match your resume header]

**WRITING SAMPLE**

This writing sample is an excerpt of a brief I wrote in my Legal Research and Writing class last fall. I was asked to evaluate the likelihood of success on a motion to suppress some electronic evidence in the case of the defendant. The pertinent fact is the evidence in question — a series of iChats — was never proven to be created and propagated by the defendant as opposed to someone else with access to the same computer.

Writing Sample Cover Page Example #2

**Michael Reyes**
5678 Ontario St. Chicago, IL 60611
(312) 777-7777 michael.reyes@law.northwestern.edu

[the header should match your resume header]

**WRITING SAMPLE**

As a summer intern at the City of Chicago Law Department, I prepared the attached memorandum for an assignment in the affirmative litigation department. The memorandum examined whether a claim made by a vendor constituted a deceptive statement or representation to induce someone to make a purchase.

To preserve client confidentiality, all individual names and locations have been changed, and some portions have been redacted (as indicated in brackets in the text). I have received permission from my employer to use this memorandum as a writing sample.
Appendix 5: Sample Reference Sheet

Only provide a list of references if requested by an employer. Unless otherwise specified, you should include names of three selected people who can speak to your skills and personal qualities, especially as they align to the position. A reference from someone who knows your work well is far more effective than someone with a “big name” who cannot speak to your work with any detail.

Sonia Sanchez
123 Michigan Ave. Chicago, IL 60602
(312) 333-2222 sonia.sanchez@law.northwestern.edu

[the header should match your resume header]

REFERENCES

Mr. Samuel Smith
Attorney
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(Supervising attorney for the Environmental Justice Project)

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Assistant Director
Community Legal Services – Philadelphia
430 6th Ave., Suite 100
Philadelphia, PA 19428
(267) 333-3333
tanya.jones@cls.org
(Externship Supervisor)

Ms. Michelle Morales
Associate Professor of Law
Northwestern Pritzker School of Law
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(312) 888-8888
michelle.morales@law.northwestern.edu
(Former Advanced Legal Research Professor)
Appendix 6: Sample Thank-You

It is important to send a thank-you note to the person/people who interviewed you within 24-48 hours after your interview. Emailing a thank you note is perfectly acceptable, and in most cases preferable as it can arrive soon after your interview. You should avoid sending handwritten notes to government employers as it can get caught up in their mail systems.

Sample thank-you note:

Dear Ms. Smith,

Thank you for taking the time to meet with me yesterday to discuss my strong interest in a summer internship opportunity with The Center for Civil Rights. I enjoyed learning more about the organization’s recent efforts to safeguard the civil rights of those who are being incarcerated in my home state of North Carolina. As a volunteer in local jails during college, I witnessed firsthand the civil rights violations that so many incarcerated individuals experience and I admire the Center’s efforts to address systemic and persistent injustice. Our conversation yesterday further strengthened my desire to work for The Center for Civil Rights this summer. As I mentioned, I would have guaranteed summer funding available through Northwestern Law. Please let me know if I can provide any additional information. Thank you again for your consideration and I look forward to hearing from you soon.

Sincerely,
Ellie Thomas
Appendix 7: Preparing for a Prosecutor or Public Defender Interview

General Criminal Law Interview Preparation

Public Defender Interviews/Hypos
- https://www.law.berkeley.edu/files/Acing_the_Public_Defender_Interview(1).pdf

Prosecutor Interviews/Hypos
- https://www.luc.edu/media/lucedu/law/career/pdfs/Prosecutor%20Defender%20Tips.pdf