Public Interest & Government
Summer Job Search

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Career Development Office
IL Public Interest/Public Sector Summer Job Search: Considerations

- **Substantive areas of law or specific client population**
- **Skills to develop**
  - client contact
  - litigation skills: legal and trial strategy/legal writing & research
  - community organizing
  - oral advocacy and negotiation
  - policy advocacy
- **Other factors**
  - potential mentor, fellowship sponsor or future employer
  - geographic location
  - established training program
  - working style
Public Interest and Public Sector 1L Summer Jobs - 2014

- Government (Federal), 35
- Government (State), 15
- Government (Local), 12
- Criminal, 36
- Direct Services, 33
- Impact Litigation/Policy, 36
- International Human Rights, 5
- Other, 3
- Public Interest Firm, 5

BerkeleyLaw
UNIVERSITY OF CALIFORNIA
Boalt Hall
Government Jobs
(aka “Public Sector”)

Federal

State

Local
• County & City governments
• PDs & DAs

US DOJ Headquarters in DC
What Do Government Lawyers Do?

- **Litigate**
- **Regulate**
- **Advise**
- **Develop Public Policy**
How to Apply for Gov Summer Jobs

1) Research employers
   - Online research
   - Other students
   - Faculty & CDO staff (Eric Stern!)
   - Alumni

2) Prepare application materials
   - Customized cover letter
   - Resume (see CDO Resume Guide)
   - Transcript (unofficial)
   - Writing sample
How to Apply for Gov Summer Jobs (Cont’d)

3) Submit applications
   • Employers to submit on Dec 1st:
     • US DOJ, USAO, CA AG, “rolling deadlines”
   • Direct applications
     • Govt Internships & Honors Handbook
   • Posted deadlines of State & local jobs
   • PI/PS Day (Jan 31)

4) Interview
   • Phone, video, or in-person
   • Mock interview help (CDO)
   • PI/PS Day
Public Interest 1L Summer Jobs - 2014

- Direct Services: 28%
- Impact Litigation/Policy: 31%
- Public Interest Firm: 4%
- International Human Rights: 4%
- Criminal: 30%
- Other: 3%
IL Public Interest Summer Job Search: Application Materials

Almost always:

• Customized cover letter
• Resume
• List of three references

Sometimes:

• Writing sample
• Transcript

Always follow application instructions to the letter!
Timeline: OCTOBER/NOVEMBER

- Consider how you want to spend your summer.
  - Your interests
  - Your goals
- Research organizations and opportunities.
- Talk with classmates. Attend the PI/PS Internship and Career Fair.
- Begin preparing resumes and customized cover letters. (10/27 for CDO review by Thanksgiving.)
- Make appointment with CDO Attorney-Counselor.
- Sign up for the PIPS Mentor Program when open.
- Attend PI/PS Day Orientation (11/20)
Timeline: DECEMBER

• Begin applying to potential employers:
  • Respond to posted opportunities
  • Prioritize top choices & early deadlines
  • 2nd wave after finals & over break

• Track your submissions. Follow up if no word after two weeks.

• Prepare materials for PI/PS Day
Timeline: SPRING SEMESTER

• Continue *(or begin)* sending out materials to employers.

• Assess where you are. Another wave of applications? Meet with a CDO Counselor?

• Attend PI/PS Day at UC Hastings (1/31/15)

• Keep CDO informed of your plans!
Summer Funding:
BERKELEY LAW SUMMER FELLOWSHIPS

• $4,000 guaranteed
• 25 pro bono hours
• Secured public interest/gov placement (no judicial externships)
• Cap: $5,000 (work-study: $6,000)
• “Banking”
• Applications due April 1, 2015
INTERVIEWS & OFFERS

• Interviews may happen any time after submitting an application.

• Practice! Mock interviews (CDO), practice with friends, attend CDO interview workshop in January.

• Thank you notes.

• Offers: you can only accept one.
  • **Rescinding an acceptance is never OK.**

• “Thank you! This is an exciting opportunity and I really appreciate it. When do you need to hear back from me?”

• Talk to CDO counselor about your options before accepting.
Summer Funding: 
STUDENT GROUP/CAMPUS FELLOWSHIPS

- BLF
- Queer Caucus
- ELQ
- Boalt Hall Women’s Association
- Human Rights Center
Summer Funding:
EXTERNAL FUNDING SOURCES

- PSJD.org: [http://www.psjd.org/Funding_Debt](http://www.psjd.org/Funding_Debt)
- Scholarships: Financial Aid’s scholarships search page

And many more!
Upcoming CDO Public Interest/GOV Programs

10/9 (Thurs): Immigrant Justice Corps Info Session (4:45pm)
10/16 (Thurs): Careers in Public International Law (Miller Institute)
10/17 (Fri): Really Great Resumes: Where to Begin?
10/24 (Fri): Cover Letters that Do the Job
11/4 (Tues): Get the Most out of Receptions & Career Fairs
11/14 (Friday): Student Visit to Public Interest Organizations (TBD)
11/18 (Thurs): PI/PS Internship & Career Fair
11/20 (Tues): PI/PS Day Orientation
Contact Us

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Judicial Clerkships & Government

WE LOOK FORWARD TO WORKING WITH YOU!