

IL Public Interest & Government Summer Job Search

Melanie Rowen

mrowen@law.berkeley.edu

Alex Lee

alee@law.berkeley.edu

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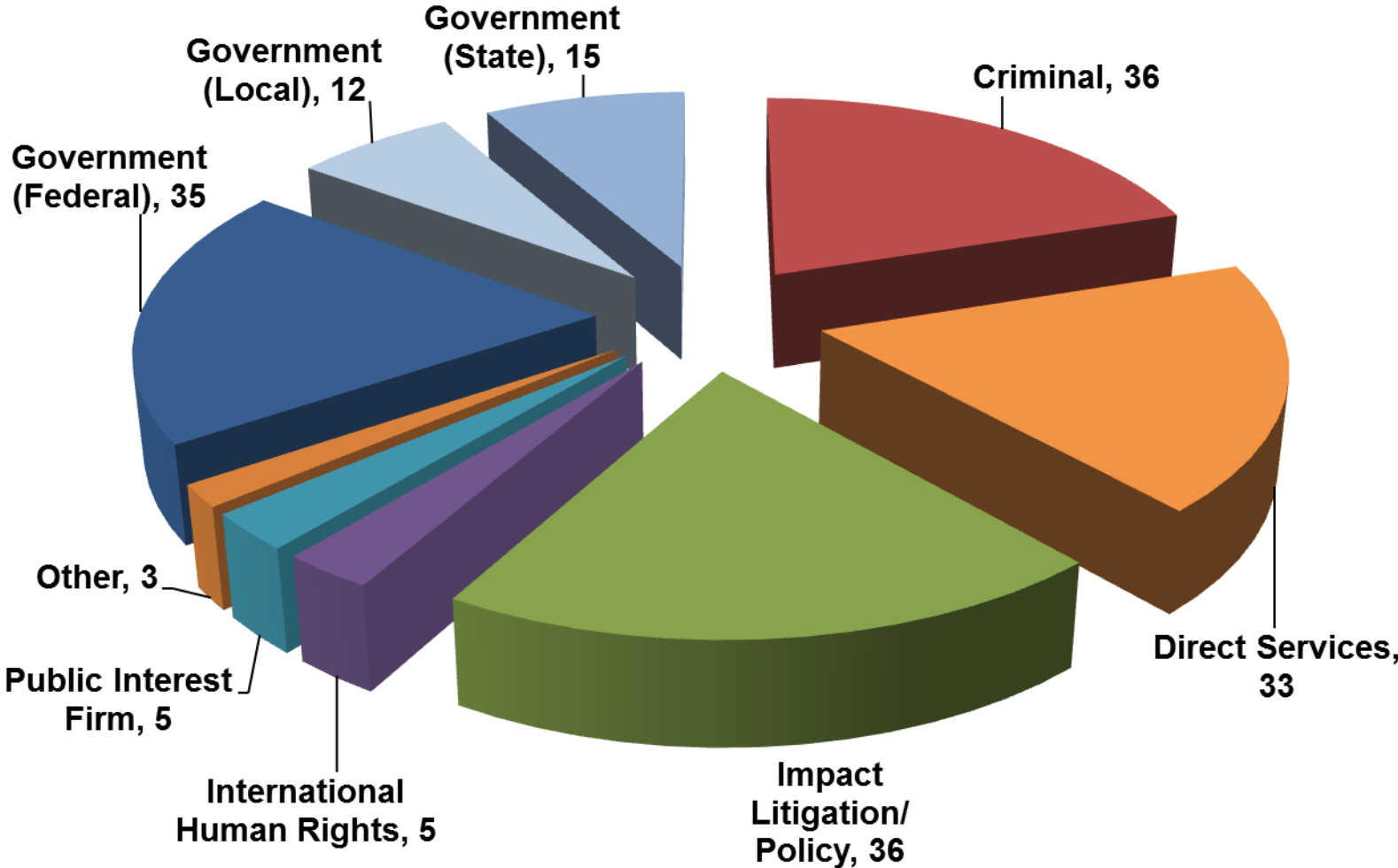
Career Development Office



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 IL Summer Jobs - 2014



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



**CA State
Attorney
General
Kamala
Harris**

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

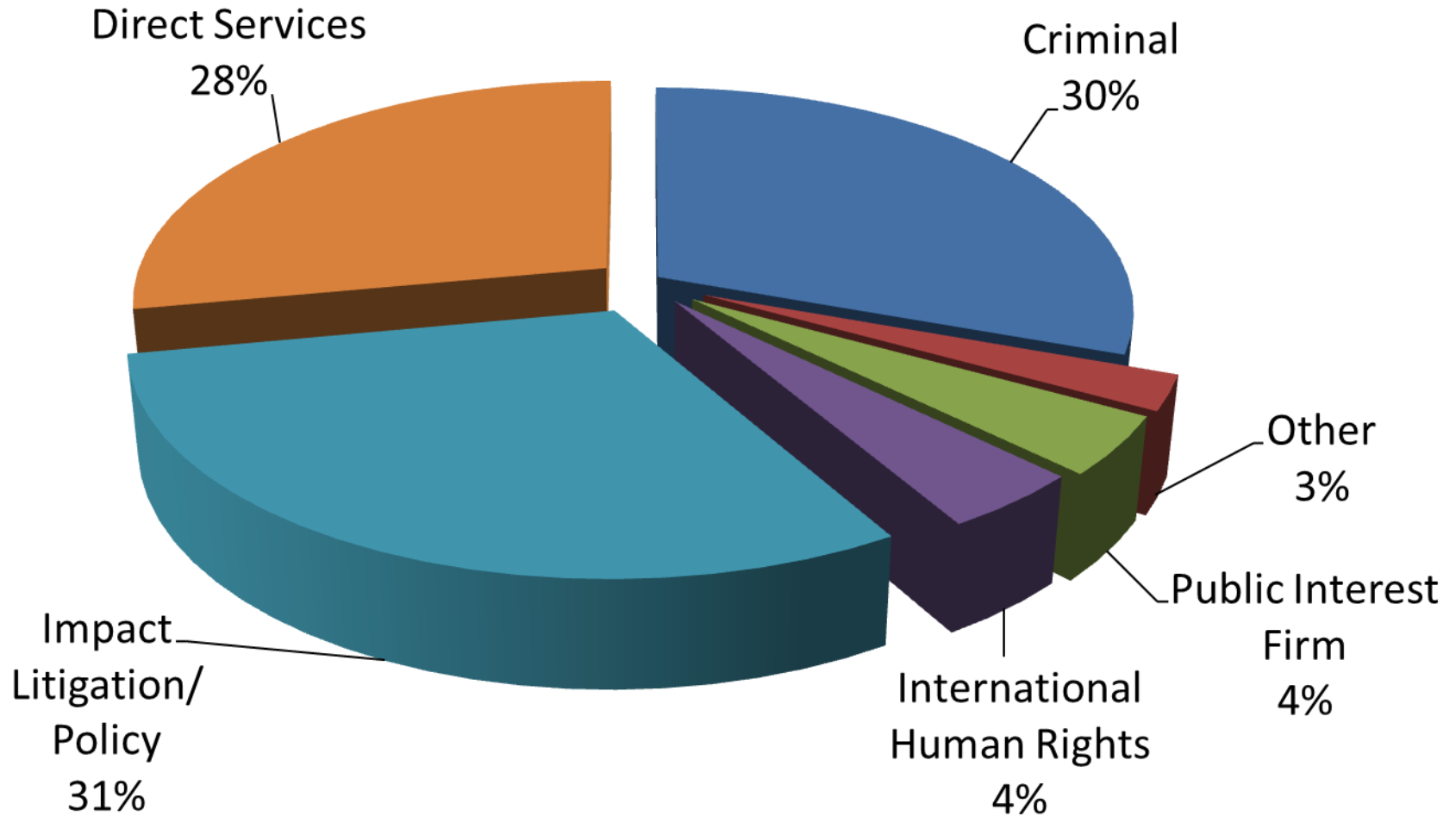
- Employers to submit on Dec 1st:
 - **US DOJ, USAO, CA AG, “rolling deadlines”**
- Direct applications
 - Govt Internships & Honors Handbook
- Posted deadlines of State & local jobs
- PI/PS Day (Jan 31)

4) Interview

- Phone, video, or in-person
- Mock interview help (CDO)
- PI/PS Day



Public Interest IL Summer Jobs - 2014



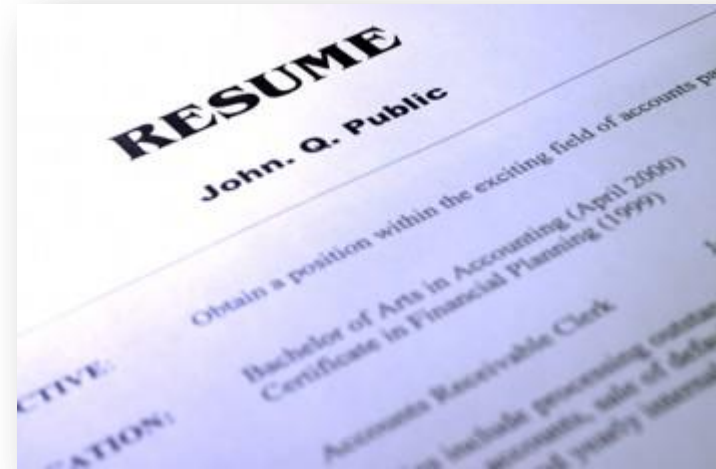
IL Public Interest Summer Job Search: Application Materials

Almost always:

- Customized cover letter
- Resume
- List of three references

Sometimes:

- Writing sample
- Transcript



Always follow application instructions *to the letter!*

Timeline: OCTOBER/NOVEMBER



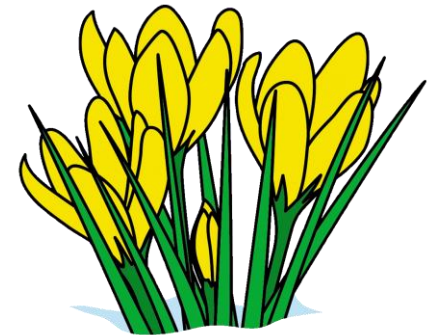
- Consider how you want to spend your summer.
 - Your interests
 - Your goals
- Research organizations and opportunities.
- Talk with classmates. Attend the PI/PS Internship and Career Fair.
- Begin preparing resumes and customized cover letters. (10/27 for CDO review by Thanksgiving.)
- Make appointment 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

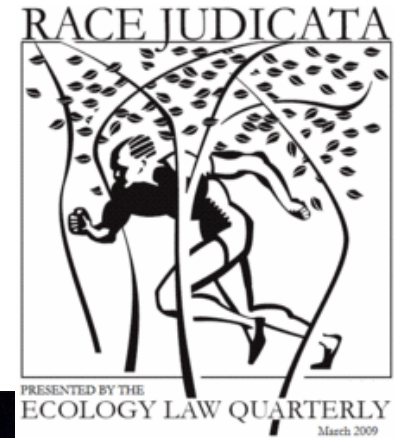


INTERVIEWS & OFFERS

- 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
- Scholarships: Financial Aid's scholarships search page



ABA AMERICAN BAR ASSOCIATION



The Nation Institute
DEDICATED TO A FREE & INDEPENDENT PRESS

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

Melanie Rowen (mrowen@law.berkeley.edu)
Public Interest/Public Sector

Alex Lee (alee@law.berkeley.edu)
Public Interest/Public Sector

Eric Stern (estern@law.berkeley.edu)
Judicial Clerkships & Government

WE LOOK FORWARD TO WORKING WITH YOU!