

# 2L Public Interest Job Search Handbook



**University of Wisconsin Law School  
Office of Career Services, Room 3221**

**Kristin Davis, Public Interest Law Advisor  
kristindavis@wisc.edu/608-262-6444**

*“There can be no equal justice where the kind of trial a man gets depends on the amount of money he has.”—Justice Sandra Day O’Connor*

**This handbook is based on a publication of the Public Interest Law Center of New York  
University School of Law**

©New York University School of Law

Revised 8/20/08

The most current version of this handbook is available online:  
<http://law.wisc.edu/publicinterest/pihandbooks.html>

## **TABLE OF CONTENTS**

<b>A. FREQUENTLY ASKED QUESTIONS.....</b>	<b>1</b>
1. Introduction .....	1
2. Summer Funding and Timing .....	1
3. Strategic Considerations for Your 2L Summer .....	3
4. Application Tips.....	7
5. How to Prepare For Different Public Interest Employers.....	9
<b>B. WHERE TO FIND PUBLIC INTEREST INTERNSHIPS: .....</b>	<b>11</b>
1. OCI-On Campus Interviewing .....	11
2. Equal Justice Works Career Fair.....	11
3. Other Public Interest Law Career Fairs .....	11
4. Symplicity Job Bank and pslawnet.org .....	12
<b>APPENDIX .....</b>	<b>13</b>
Appendix 1: Counselor Biographies.....	13
Appendix 2: Timeline for Planning a Public Interest Career .....	14
Appendix 3: Office of Career Services Library Resources .....	16
Appendix 4: Websites for Domestic Job Searches .....	17
Appendix 5: Websites for International Job Searches .....	19

## **A. FREQUENTLY ASKED QUESTIONS**

### **1. Introduction**

As you embark on the search for a public interest job for your second summer, you should realize that as a second-year student you have many more options open to you than when you were a 1L. Thus, you should strategize about how this job will deepen the skills you gained in your 1L summer. You might also want to explore new possibilities. In addition, you may wonder how the job you take after your second summer might affect your post-graduate job search or how to split your summer between the private and public sectors. Our hope is that this handbook will answer some of your questions. If you have further questions, we encourage you to make an appointment for an individualized counseling session.

### **2. Summer Funding and Timing**

#### **What sources of funding exist for 2L students?**

The Law School and the Public Interest Law Foundation (PILF) sponsor Summer Public Service Fellowships, which provide approximately \$2500 in funding for students working in summer jobs at non-profit organizations or government agencies. Applications are usually available in mid-February and are due at the end of March. You will be informed about application availability and due dates through email and the Law School Newsletter.

PSLawNet ([www.pslawnet.org](http://www.pslawnet.org)) maintains a comprehensive list of summer funding sources. Just click on “Community/Resources” and then on “Summer Funding Sources.” Moreover, certain government employers, including the U.S. Department of Justice and the New York City Law Department, pay their second summer students.

Specialized sources of funding can provide special mentoring opportunities, and are an honor that you can list on your resume. One example is the Peggy Browning Fund ([www.peggybrowningfund.org](http://www.peggybrowningfund.org)), which sponsors 28 fellowships at labor-related organizations around the country. Another funding source is the Public Interest Law Initiative ([www.pili-law.org](http://www.pili-law.org)), which offers approximately 20 fellowships at public interest organizations throughout the Chicago area.

#### **What is the timing of the 2L public interest search?**

The 2L public interest job search can be much earlier than the 1L search. We suggest that you apply for internships as early as the fall, and that you plan to use the University of Wisconsin Law School Public Interest Job Fair in February as a back-up rather than a main source of jobs (unless, of course, you are only interested in staying in Wisconsin for the summer). Some highly competitive organizations have early fall deadlines. The deadline to apply for the Summer Law Internship Program (SLIP) at the U.S. Department of Justice is usually in early to mid-September, and deadlines for some U.S. Attorney’s offices are also in early fall. The Equal Justice Works Career Fair in Washington, DC, with over 160 employers hiring for approximately

1,500 summer and permanent positions, is held every year in October. Even if organizations do not have an early deadline, they often encourage applications as early as September and October for 2Ls.

However, if you are one of those students who needs to do some thinking and networking to explore how you want to spend your 2L summer, that is perfectly fine. There are many public interest organizations that want you, and although some will hire in the fall, there will still be opportunities in January and February.

Finally, we should note that even though we encourage you to apply early, you may not hear back for awhile. There is enormous variety in the timeline public interest organizations use for summer hiring, and many will not hire any interns until January or February.

### **What steps should I be taking for my 2L summer?**

Some public service employers, primarily government organizations and large employers (such as criminal prosecutors in major cities, large public defender offices, municipal law departments, and law reform offices) conduct regular fall recruitment activities. These may include participating in On Campus Interviewing (OCI) or the Equal Justice Works (EJW) Career Fair.

If you are interested in these employers, we suggest that you: 1) participate in On Campus Interviewing (“OCI”) (details in Section B); and/or 2) consider attending the EJW Career Fair in October (details in Section B). However, many public interest employers do not attend OCI or EJW; in that case, you should just apply to them directly.

Information about internships can be found by doing an “opportunities” search on PSLawNet ([www.pslawnet.org](http://www.pslawnet.org)), or by looking at the organizations’ web sites to see if they have posted an internship notice. You also should feel free to apply to be an intern even if no internship announcement is posted, although organizations with posted positions might have more structured internship programs. You can do an “organizations” search on PSLawNet to find organizations doing work in your particular area of interest and apply to them directly.

The Office of Career Services maintains a Job Bank on the Symplicity system that contains numerous postings for public interest summer positions. Please check the Job Bank regularly, as it is updated on a daily basis. In addition, Kristin Davis, Public Interest Law Advisor in the Career Services Office, maintains an email listserv, through which she highlights various public interest positions and programs. If you would like to join the listserv, please email Kristin at [kristindavis@wisc.edu](mailto:kristindavis@wisc.edu).

The Law School participates in the Midwest Public Interest Law Career Conference (MPILCC), which takes place in February in Chicago. The MPILCC typically includes public interest and government employers from midwest states, primarily Illinois. Again, you should not postpone your job search until the MPILCC. If you have a job by the time of the MPILCC, however, you might want to take advantage of the Conference’s information tables to continue your career exploration. Attendance at the MPILCC may be the easiest way to “interview” a large number of employers in a short period of time.

We want to reiterate that the 2L job search is much easier than the 1L job search. Thus, if you are one of the students who is not sure what you want, please take the time to do some personal inventory, remembering that the 2L summer can be a wonderful time to try something new, even if you discover that you do not like it in the end. This applies particularly to students who feel like there are several issues or practice areas that interest them and they are not quite sure how to choose. In some cases, these students are not even sure if they want to practice law. If you are one of those students, we advise you to begin by focusing on what you are sure of: geographic region, size of the organization, client contact, amount of writing/research, substantive issues, etc.

**Please remember that we are here to assist you with all your career questions!** Kristin Davis can work with you to help you narrow your choices and to construct an individualized job search calendar.

### **3. Strategic Considerations for Your 2L Summer**

#### **How does my 2L summer relate to my future?**

As you consider how to spend your 2L summer, you should be both proactive and strategic. Consider the options you are likely to pursue after you graduate. In public interest, as in the private sector, employers are more likely to extend post-graduate offers to students whose work they know. However, because public interest organizations tend to be thinly funded, most do not bring in a class of summer interns expecting to offer post-graduate jobs to those in the class.

But it is still true that your choice of a second summer job greatly affects your post-graduate search. For example, the Criminal Defense Division (CDD) of the Legal Aid Society of New York automatically interviews for a permanent job any student who has interned there. Similar policies exist in many public interest organizations. Even if you decide not to apply for a post-graduate job with the employer where you spend your 2L summer, it is still a valuable time to **network**. Contacts made in the second summer are often excellent leads for obtaining a post-graduate job. Moreover, if you are interested in working outside of the geographic area where your school is located, your 2L summer is a good time to explore other parts of the country.

Another factor to consider is whether you may apply for a post-graduate (or post-clerkship) fellowship. It is often easiest to obtain a fellowship with an organization that you have worked for, as elaborated in the next question.

Most importantly, however, your second summer is a time to explore the type of work that you are passionate about and to develop your legal skills. If you did litigation work during the first summer, you might want to explore policy work now, or vice versa. You may want to explore a new substantive practice area or deepen your knowledge in an area that you expect to focus on. Decide what kind of practical training you are seeking, such as representing clients in court, writing briefs, interviewing clients, doing legislative advocacy, etc. One of the benefits of public interest law is that 2L students are often given much greater responsibility (and thus learn much

more) than their classmates who work in the private sector. As a 2L student, you may be able to write court documents, argue briefs, or participate in trials during the summer.

In sum, as you plan your 2L summer, consider:

1. Skills to develop, such as

- legal and trial strategy
- oral advocacy and negotiation
- legal writing and research
- client preparation
- exposure to class actions or other complex litigation
- community organizing/outreach

2. Substantive areas of law to explore

3. Location

4. Other factors, such as

- investment in intern development
- potential fellowship sponsor or future employer
- collegial atmosphere

## **How can my 2L summer relate to fellowship applications?**

There are two kinds of post-graduate fellowships: 1) project fellowships, where you develop a project with a sponsoring organization and then apply to a second organization—such as Skadden, Equal Justice Works, or Soros—for funding; and 2) organization fellowships, where an organization, such as the ACLU or AFL-CIO, hires an entry-level attorney for one or two years.

For project fellowships, many students find that it is easiest to develop a project if they have already worked with the organization that will sponsor their project. Others discover their fellowship project during their 2L summer, but are sponsored by an organization they did not work with directly (although the project may develop through contacts made through the 2L summer employer). A term-time internship is another way to develop contacts that can lead to a strong fellowship application.

If you know you want to apply for a post-graduate fellowship, consider focusing on organizations that have had fellows in the past or that sponsor their own fellowship. The attorneys at these organizations are likely to be familiar with the fellowship process and therefore should be well-prepared to write their part of the fellowship applications.

The cases you handle during the summer are an obvious starting point for developing a fellowship project. However, it is actually those cases that the organization does not accept (for lack of time, resources, expertise, etc.) that might provide the most fertile ground for a project idea, since the most compelling fellowship projects are designed to meet a currently unmet need.

Do not be afraid to discuss fellowships with potential employers during the interview process. Those actively seeking fellowship applicants may bring up the issue themselves, but others may not. Without forcing the issue, you could work into a discussion of your future plans the fact that you are considering applying for a post-graduate public interest fellowship. The potential employers' reactions should let you know whether or not they are receptive to the idea of having

a fellow, whether they are familiar with the fellowship application process, and whether they have any interesting project ideas.

### **How important are recommendations from my 2L summer?**

Very important. Because the post-graduate job search is competitive, you will be in the best position if you have the enthusiastic support of your 2L organization. Therefore, you should go out of your way to produce quality work, get along with everyone (remember to be considerate to support staff as well!), and become a valuable asset to the organization during the summer. This may mean taking on extra projects or working late, but the effort is well worth it. (Note: recommendations from the employer will still be important even if you decide that the type of work it does is not what you want to do after you graduate.)

### **How should I handle multiple offers?**

You may find yourself in the enviable position of receiving more than one offer. It is acceptable to ask for some time to consider the offer; organizations that are members of NALP (National Association of Law Placement) agree to give students two weeks. However, most public interest organizations are not NALP members, so you must negotiate for time. We suggest asking for two weeks, using the NALP guideline as your standard, while realizing that the organization is likely to give you less.

Having an offer in hand is an excellent strategy for helping another organization to speed up its process and make a decision about you. If you receive an offer from one organization, you should feel free to call or email your first choice organization to let them know that you have a pending offer but you would prefer to work there.

If you are faced with this question and would like individual advice, feel free to contact Kristin Davis.

### **How can I split my summer between a firm and public interest?**

Splitting is a good option for students who need to work at a firm their second summer to finance their education, although some law firms and public interest organizations do not allow split summers because they require their summer associates or interns to work a full summer. There are two ways to structure a split summer. Some firms offer “sponsored splits.” In this arrangement the firm funds the student (usually at private sector rates) for the whole summer, and the summer associate spends at least half the summer at the firm and some weeks at a public interest organization. Each firm’s program is slightly different. Some first hire a class of summer associates and then allow those students to apply for the opportunity to participate in a sponsored split. Yale Law School prepares a list of “Firms Sponsoring Split Public Interest Summers,” available at [www.pslawnet.org](http://www.pslawnet.org). Hard copies of this list are available in Career Services.

The second way to arrange a split summer is to secure a summer associate position with a firm and then negotiate with that firm to split your summer with a public interest employer. The firm would pay your salary while you are there and you would fund the second half of your summer

yourself. Employers are open to this type of arrangement on a case-by-case basis; market forces may affect law firms' willingness to allow summer associates to split their summers.

### **Can I hold a private firm offer open pending a public interest job search?**

Because the timing of a public interest job search is later than for a law firm search, you may face some timing issues if you have participated in OCI. You are not likely to have a job offer from a public interest organization until late fall at the earliest, and many 2Ls do not receive their summer public interest jobs until second semester.

Some students have private firm offers that "expire" before the public interest job search is complete. In the past, some NALP-member law firms have let students hold open their offer past the December 1 deadline to allow the student to complete a public interest search (this is on a case-by-case basis and must be negotiated with the firm). If you are interested in obtaining an extension of a private sector offer, please contact Kristin Davis.

### **Should I consider a term-time internship?**

A term-time internship is a good way to try out a new subject area or develop a new skill, if you have the time given other commitments. It is especially worth considering if you will spend your 2L summer in a law firm, so that you can gain additional skills and contacts for the post-graduate search.

Term-time internships are sometimes posted on the Job Bank. You can also write directly to the organization to inquire about term-time positions. Some public interest organizations pay their term-time interns, either through their own funds or through work-study; for others, you may need to volunteer your time.

### **What is networking and how is it done?**

Very simply, networking is the process of using personal connections to gain information about careers; it is valuable both in finding out about job openings and in securing a job. Some studies show that as many as 70% of jobs are obtained through networking. Informational interviewing can be valuable in exploring career options that are new to you; most people love to talk about themselves and their work, so you can usually finagle at least a brief phone conversation with even the most accomplished lawyers.

You can certainly network with people you do not know personally. This is especially important if you decide to look for jobs in a substantive or geographic area with which you are not familiar. It is, however, easier to approach people with whom you have some connection; your college or law school's alumni are a good place to start. The Office of Career Services maintains a list of public interest alumni from Wisconsin and across the nation; it is available on the table outside Kristin Davis' office (Room 3221).

We recommend you begin networking by emailing a short note with your resume attached so that the person knows about you; emailing is less intrusive than a phone call and allows the person to reply at their convenience. The email note might say something like "I am a second-year student at the University of Wisconsin Law School and I got your name from a list of public interest alumni maintained by the Office of Career Services. I am interested in \_\_\_\_\_ (area

of law) and I was wondering if I could contact you to briefly discuss (the market for lawyers practicing in [area of law] in [city])/(how you obtained your position in [area of law])/(any advice you might have for me in my job search). Please let me know if you would be available in the next few weeks to talk with me on the phone. I have attached a copy of my resume just to give you an idea of my interests and background. Thank you for your time.”

Don't forget to thank the people who have helped you. If you talk on the phone, a short thank you email is sufficient. However, if someone spends more than an hour with you in a networking meeting, it is best to send a handwritten note.

**Bar associations:** Becoming a student member of a bar association is an excellent way to increase your knowledge and make contacts. Membership entitles you to various benefits, including the opportunity to be appointed as a student member of a committee. The State Bar of Wisconsin offers a free Law Student Associate Program to students currently enrolled at the University of Wisconsin Law School. To join, you need to complete and submit a form, which you can obtain online at [www.wisbar.org](http://www.wisbar.org) (click on “law students” on the left side bar). You can then join the Public Interest Section or any other section in which you have interest.

#### **4. Application Tips**

##### **What should my application consist of?**

Most employers require a cover letter, resume, and list of three references with contact information. Kristin Davis in Career Services is happy to review any of these documents. Your resume should be tightly written, but it is acceptable to go over one page if necessary. Remember to include clinic descriptions under the “Experience” section of your resume. You do not need to send a writing sample or law school transcript unless the employer asks for it.

##### **What should my cover letter contain?**

Your cover letter is the “brief” for why you should be hired. Instead of chronologically repeating your resume, it should highlight the **skills and knowledge** you have acquired that will particularly serve this employer. For example, if you are applying to public defender or prosecutor offices, you should mention relevant coursework (Criminal Procedure, Evidence) and practical work experience in your cover letter. Sample cover letters to get you started can be found on the Career Services website.

## **What should I use for my writing sample?**

The most important feature of your writing sample is that it demonstrates your reasoning and writing ability. Thus, it is important to use a memo that contains legal analysis and is not merely descriptive, and that required you to synthesize a rule from a body of precedent and apply that rule to the facts of the problem you analyzed (i.e., “rule application” as you learned in your 1L Legal Research and Writing course).

The writing sample can be short, but if you use an excerpt from a longer work, you should attach a cover sheet that provides context for the reader. You should avoid using work-product from your 1L Legal Research and Writing course, if possible; it is preferable to use something from your 1L summer.

## **How should I prepare for a job interview and what questions can I expect?**

You should prepare for a job interview by learning as much about the organization, its work, and its attorneys as possible. Employers want to hire applicants who are enthusiastic about working for them, and genuine enthusiasm comes from knowledge.

Typical questions for a 2L summer interview include: 1) a civil procedure/administrative law (or other substantive law) question; 2) an “approach to research” question; and 3) a “lawyering” question about how you would advise a client in a particularly sensitive situation.

If you would like to participate in a mock interview, please contact Kristin Davis.

## **Should I send a thank you letter and, if so, to whom?**

YES, you should send a thank you letter immediately (within 24 hours) after an interview. A thank you letter provides an opportunity to reinforce your enthusiasm, skills, and knowledge, as well as to address any problem areas or issues that were not adequately addressed in the interview. For example, you might begin a sentence with, “I’m not sure I explained/emphasized well enough [my litigation experience].” It is best to send individual thank you notes to everyone you met, so be sure to ask for everyone’s business cards. If you met with a large number of people (more than 4 or 5), you can also send one letter to the person most responsible for the interview process, and ask that person to thank the others who were involved. You can also send a thank you via email; it is speedy and can be forwarded easily around an office, which is especially helpful in large offices. However, please be aware that some people might still find that approach unprofessional.

## **5. How to Prepare For Different Public Interest Employers**

### **What skills do public interest employers look for when hiring for post-graduate jobs?**

As you weigh your options for developing skills and knowledge during your 2L summer, it is helpful to consider what qualities public interest employers look for in entry-level attorneys. Because public service employers give entry-level attorneys significant responsibility, they all emphasize skills, knowledge, and commitment. All need candidates who have developed substantial lawyering skills in law school, through experiences such as clinics, internships, journals, classes, moot court, or pro bono work. However, there is some variation in the specific skills and knowledge employers look for, depending on the category of work. Below are some broad generalizations of what employers in each of the six major categories of public interest work seek in making entry-level hires. This does NOT mean that you must categorize yourself already; many post-graduate jobs bridge two or more categories and many students apply for post-graduate jobs in two or more categories.

**Government (local, state, federal):** Government organizations have a wide range of requirements depending on the organization, but all require some evidence of public service commitment and excellent writing skills. Government employers prefer to recruit graduating students who have relevant public sector work experience (either summer or term-time) as opposed to law firm experience, but they tend to see law firm experience in a more positive light than other public interest employers do. The federal government hires entry level attorneys through honors programs; good grades (top third of class) are imperative for those programs.

**U.S. Attorney's Offices** look for:

1. at least two years experience and generally a bit more;
2. experience in both writing AND arguing in court. They hire from a variety of backgrounds, large and small firms as well as local prosecutors' offices. The key is that you need to develop both written and oral advocacy skills. Thus, if you work in a local prosecutor's office where there is a lot of in-court experience to be had but generally not a lot of writing, you should look for outlets to hone your writing skills. The reverse is the big-firm attorney who writes a lot and probably well but gets little chance at oral advocacy; a pro bono case may develop oral advocacy skills.
3. clerkships, especially federal ones in the district where one seeks to be an AUSA.

**Prosecutors and Public Defenders:** We group these together because they look for very similar skills and hire in similar ways. Both prosecutors and public defenders tend to hire entry level "classes" of attorneys, so students who prepare properly have a good chance of obtaining these jobs. Both types of offices usually offer excellent formal training and high levels of responsibility. Thus, they value experience in direct advocacy. Criminal justice employers hire people who have public speaking experience (clinics, trial advocacy classes, moot court), who have taken criminal procedure and evidence, who have experience in a criminal law/litigation setting, and who have a commitment to public service. Although prosecutors are often willing to hire people who have worked in public defender offices, the reverse is not always true: the most

highly competitive public defender offices will prefer people who have done exclusively defense work.

**Direct services:** Direct service providers value people who can produce high quality written work efficiently and who have experience interviewing clients, working with community groups, negotiating with administrative agencies, and speaking publicly (oral advocacy). Thus, it is important to participate in internships or clinics that will train you in these skills. Many organizations prefer applicants who can speak the native language of their clients; some employers **require** Spanish fluency, for example.

**Law reform/policy:** Generally, law reform organizations only hire entry-level attorneys through fellowship programs (one- or two-year jobs). Because these organizations engage in complex litigation, they tend to value evidence of the ability to do complex research and analysis. They look for clinic experience, internships at impact organizations, journal work and judicial clerkships.

**International:** Your 2L year is the time to begin defining the area of international work you are interested in either based on geography (U.S.-based or abroad), type of organization (government, non-governmental or not-for-profit), or substantive area of law (e.g., refugee work, transitional justice, development or trade). International employers look for, among other things, field experience, knowledge of international law, language skills, and the ability to write for various audiences. Networking is also incredibly important in this field. There are few entry-level international jobs aside from fellowships, but if you use your time in law school strategically by doing internships, clinics, etc., you may be able to compete for more advanced positions when you graduate.

**Public interest law firms:** These firms, which represent underrepresented clients or causes, may hire 2Ls as summer associates and usually pay in the range of \$500-750/week. A booklet listing such firms throughout the country, "Private Public Interest and Plaintiff's Firm Guide," is available at [http://www.law.columbia.edu/center\\_program/public\\_interest/career/Guides](http://www.law.columbia.edu/center_program/public_interest/career/Guides). Hard copies are also available in the Career Services Office.

## **What resources are there for government jobs?**

The U.S. Department of Justice is the largest employer of attorneys; it also hires approximately 1,000 1L and 2L students as summer interns. Attorneys at the Department work in a wide variety of subject matter areas, ranging from environment to civil rights to AIDS/HIV. To learn about the Component Practice areas that you may be interested in, and to learn more about the SLIP program, which pays \$500 per week, go to [www.usdoj.gov/oarm](http://www.usdoj.gov/oarm). The deadline for the online applications is early to mid-September. If you work for a U.S. Attorney's Office or the Department of Justice, be aware that you will have to pass a security background check.

The best resource for government internship (and honors) programs is **The Government Honors & Internship Handbook**, published by the University of Arizona School of Law, which lists federal, state, and local government internship programs and is available at: [www.law.arizona.edu/career/honorshandbook.cfm](http://www.law.arizona.edu/career/honorshandbook.cfm). The username for the 2008-2009 guide is "graham" and the password is "cracker."

**B. WHERE TO FIND PUBLIC INTEREST INTERNSHIPS:  
OCI, EJW Career Fair, Midwest Public Interest Law Career Conference,  
University of Wisconsin Law School Public Interest Job Fair, Symplicity Job  
Bank, PSLawNet.org**

**1. OCI-On Campus Interviewing**

The Office of Career Services' On-Campus Interview Program (OCI) is primarily focused on large firm hiring. However, every year a number of public interest/government agency employers participate, including the City of Chicago Department of Law, the Cook County State's Attorney's Office, the IRS Office of Chief Counsel, the Milwaukee County DA's Office, the National Labor Relations Board, the U.S. Army Corps of Engineers, the U.S. Public Interest Research Group, and the U.S. Securities and Exchange Commission.

**2. Equal Justice Works Career Fair**

The University of Wisconsin Law School participates in the Equal Justice Works (EJW) Career Fair held each October in Washington, D.C., which features interviews and "table talks" (information tables) with about 150 public interest and government employers, as well as panel discussions. You must register in advance (usually six to eight weeks before the Fair is scheduled) to participate in the Fair (registration is free). Resumes, cover letters, and other requested information should be sent directly to employers in which you have interest (instructions are on the EJW website, [www.equaljusticeworks.org](http://www.equaljusticeworks.org)). After you submit your applications, employers will contact you directly to schedule interviews. **Students are strongly encouraged to submit resumes to employers several weeks before the Fair to allow sufficient time for resume review and scheduling of interviews.**

**3. Other Public Interest Law Career Fairs**

The University of Wisconsin Law School also participates in the Midwest Public Interest Law Career Conference (MPILCC), held every February in Chicago. Registration for the MPILCC (which is free) typically takes place in December before the Conference. Employers participating in the MPILCC are public interest employers/government agencies, mainly from the Chicago area or other Midwestern cities.

The University of Wisconsin Law School also sponsors a public interest job fair in February of each year. Participating employers are public interest organizations/government agencies, mainly from Madison and Milwaukee. Students submit cover letters, resumes and other required information through the Symplicity system in January. More information about the UW Public Interest Job Fair will be disseminated in December.

#### **4. Symplicity Job Bank and pslawnet.org**

New jobs, including public interest internships, are posted on the Symplicity Job Bank almost daily. Please plan to check the Job Bank on at least a weekly basis. If you want to be added to a listserv, maintained by Kristin Davis, to receive email notification of selected public interest opportunities, please let her know ([kristindavis@wisc.edu](mailto:kristindavis@wisc.edu)). In addition, the pslawnet.org web site is a great place to look for internships across the nation. It can be searched by job type, practice area, or geographic location. Other useful web sites are located in Appendix 4 and 5.

## **APPENDIX**

### **Appendix 1: Counselor Biographies**

Kristin Davis is the public interest law advisor in the Office of Career Services. She can be reached at [kristindavis@wisc.edu](mailto:kristindavis@wisc.edu) and 262-6444.

Kristin graduated in 1993 from Washington University in St. Louis. During her 1L and 2L summers she interned in legal aid offices in Iowa and Missouri. After graduation, she clerked for a justice on the Iowa Supreme Court and then took a position with a plaintiff-side law firm in Chicago, where she worked primarily on civil rights and employment discrimination matters. She left the firm in 1998, after it changed its focus to more transactional work. From 1999-2002, Kristin was the advisor for judicial clerkships, fellowships and teaching at Harvard Law School. She has been an advisor in the Career Services Office at the University of Wisconsin Law School since August of 2002, and has focused her advising on public interest and judicial clerkships since 2006. She is a member of the Law School's ad hoc committees on Public Interest Law and the Loan Repayment Assistance Program, and has been administering the LRAP since its inception in 2003. She is also a member of the Public Interest section of the National Association for Law Placement.

## **Appendix 2: Timeline for Planning a Public Interest Career**

### **ONGOING**

- Attend public interest programming events of interest to you.
- Build public interest credentials: term-time and summer internships, clinics, journals, leadership in organizations, including PILF.
- Attend public interest job fairs. If have job, network with employers at table talks.
- Network and conduct informational interviews with public interest students, faculty and alumni.

### **SECOND YEAR**

#### **Fall**

- Reflect on 1L internship; determine whether you want to explore new area in 2L summer or deepen prior experience. Do personal inventory to assess your interests in subject matter and type of legal work. Consider how 2L summer relates to post-graduate goals.
- As one factor in your search, determine whether organizations have post-graduate opportunities. Do they regularly hire staff attorneys, do they have their own fellowship or have they successfully sponsored project fellowships?
- Meet with Kristin Davis to discuss long-term plans and how they relate to 2L summer.
- Conduct 2L summer internship search.

#### **Spring**

- Finalize 2L summer plans.

#### **Summer**

- Work hard at summer internship, realizing that 2L summer recommendation can be crucial to post-graduate job search.
- If applying for fellowships, meet with Kristin Davis.

#### **For project fellowships:**

- Educate yourself about relevant potential sponsors through PSLawNet and other websites, including Equal Justice Works and Skadden.
- Determine whether organization you are interested in has sponsored fellows before.
- Contact potential organization sponsors; solidify organization sponsorship as early as possible.
- Begin drafting project proposal.

#### **For other post-graduate opportunities:**

- Use alumni contacts to “shadow for a day” an attorney who works in an organization you are interested in (especially good for public defender, prosecutor jobs). Or, contact alumni to learn more about particular area of law or a particular employer or about the market for public interest attorneys in a particular city.

## **THIRD YEAR**

### **Fall/Winter**

- Review on-campus deadlines, Government Honors Handbook and PSLawNet fellowship information to construct personal calendar of deadlines.
- Meet with Kristin Davis to plan post-graduate job strategy; revise resume; draft cover letters.
- Sign up to have jobs emailed to you from PSLawNet.

### **For project fellowships:**

Finalize application.

### **For organization fellowships and government honors programs:**

Network with prior fellows before finalizing application materials; prepare for interviews.

### **For public defender, prosecutor, and government jobs:**

Determine if agencies you are interested in are interviewing at off-campus job fairs, OCI, Equal Justice Works Career Fair, Midwest Public Interest Law Career Conference or other job fair.

### **Spring/Summer**

- Apply for fellowships with spring deadlines.
- Apply for non-fellowship jobs that post announcements in spring and summer.

### **Appendix 3: Office of Career Services Library Resources**

The following books are available for check-out or perusal in Career Services:

#### **Public Interest Directories/Domestic**

Serving the Public: A Job Search Guide, Vol. I–USA, Harvard Law School

The Directory of Legal Aid and Defender Offices, National Legal Aid & Defender Association  
(in Kristin’s office)

Insider’s Guide to Private/Non-profit Legal Employers in the Washington, DC Metro Area

Lawful Pursuits: Careers in Public Interest Law

#### **Public Interest Directories/International**

Serving the Public: A Job Search Guide, Volume II-International, Harvard Law School

International Public Interest Law: A Guide to Opportunities in the United States and Abroad

Finding and Funding International Public Service Opportunities (handout)

Opportunities with International Tribunals and Foreign Courts (handout)

International Opportunities Resource Guide

Careers in International Law

#### **Fellowships**

PSLawNet Comprehensive Fellowship Guide – The Ultimate Resource for Lawyers and Law Students (in Kristin’s office and on [pslawnet.org](http://pslawnet.org))

#### **Government**

Federal Legal Employment Opportunities Guide, NALP, in cooperation with Partnership for Public Service

Working on Capitol Hill (handout)

Now Hiring: Government Jobs for Lawyers

Applying for Federal Jobs

The Book of U.S. Government Jobs

Federal Law-Related Careers Directory

Federal Jobs: The Ultimate Guide

The Public Service Employer Directory

Vault Guide to Capitol Hill Careers

Vault Guide to Government/Non-profit Legal Employers

#### **Public Interest Law Firms**

Private Public Interest and Plaintiff’s Firm Guide (handout)

#### **Human Rights**

Human Rights Internship Handbook

#### **Public Policy**

Washington, DC Internships in Law and Policy

#### **Miscellaneous**

The Great Firm Escape: Harvard Law School’s Guide to Breaking Out of Private Practice and into Public Service

## **Appendix 4: Websites for Domestic Job Searches**

### **GENERAL**

**PSLawNet**, [www.pslawnet.org](http://www.pslawnet.org) (HIGHLY RECOMMENDED)

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) (HIGHLY RECOMMENDED)

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.

**National Legal Aid & Defender Association**, [www.nlada.org/jobop.htm](http://www.nlada.org/jobop.htm) (HIGHLY RECOMMENDED)

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.

**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.

### **GOVERNMENT**

**Government Honors & Internship Handbook**,

<http://www.law.arizona.edu/career/honorshandbook.cfm> (2008-2009 username: “graham”; password: “cracker”). Contains information on federal government post-graduate honors programs and summer internship programs.

**Office of Personnel Management**, [www.usajobs.opm.gov](http://www.usajobs.opm.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.

**Fedworld**, [www.fedworld.gov](http://www.fedworld.gov)

Contains job listings, both law-related and other, with the federal government. Run by the Department of Commerce and links to USA Jobs.

**Federal Jobs Search Page, [www.hrsjobs.com](http://www.hrsjobs.com)**

Similar to OPM and Fedworld sites listed above, this site is notable because it contains links to **state government web pages.**

**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 SITES**

**Chicago, <http://www.chicagobar.org/careerresources/>**

To help law school graduates search for a public sector career, the Chicago Bar Association Government Services Committee and the Young Lawyers Section of the Chicago Bar Association of Chicago have compiled the most current hiring information available on numerous government agencies in Chicago.

**Minnesota, [www.mnjustice.org](http://www.mnjustice.org)**

The site of the Minnesota Justice Foundation, this site lists Minnesota legal internships.

**New York City, [www.gothamgazette.com](http://www.gothamgazette.com)**

Gotham Gazette Classifieds, an on-line listing of public service jobs in New York City, includes many law-related jobs.

**New York City (government jobs), [www.nyc.gov/portal/index.jsp](http://www.nyc.gov/portal/index.jsp)**

**SUBJECT-MATTER SPECIFIC**

For subject-matter specific web sites, please visit the Career Services web site at [www.law.wisc.edu/career](http://www.law.wisc.edu/career).

## **Appendix 5: Websites for International Job Searches**

Included here 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!

### **GENERAL**

#### **ABA-Section of International Law, Human Rights Committee E-Brief**

Contains organization profiles, job listings, and weekly human rights news. Students can sign up to receive the weekly newsletter and also view past issues. Subscribe & see past issues at <http://mail.abanet.org/archives/inthumrights.html>.

#### **American Society of International Law**

Career resources for students are listed at <http://www.asil.org/careers/careerwebsites.html>.

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

Weekly listing of gender-related vacancies; often includes human rights jobs.

<http://www.awid.org/jobs/>

#### **Communication Initiative**

Website designed to facilitate communication among development professionals (legal and non-legal). Vacancies are listed at <http://www.comminit.com/vacancies.html>.

#### **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. [http://www.fpa.org/jobs\\_contact2423/jobs\\_contact.htm](http://www.fpa.org/jobs_contact2423/jobs_contact.htm)

**Human Rights Blog** <http://www.humanrightsblog.org/listings/>.

#### **Human Rights Jobs**

Some jobs open to all, others are for members only. <http://www.humanrightsjobs.com/>

#### **Human Rights Resource Center**

Links to numerous job pages at NGOs and inter-governmental organizations.

<http://www.hrusa.org/field/joblinks.shtm>

#### **Human Rights Tools**

This website has a variety of tools for human rights professionals. Job listings can be found at

<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:

<http://www.idealist.org/en/ip/idealism/MyIdealist/Register/default?SID=7264eb90e386d68fd1d1645d9de4f63c>

**One World**

Similar to idealist.org. <http://us.oneworld.net/section/us/jobs>

**PSLawNet**

Can search organizations, jobs, fellowships and internships (paid and unpaid) throughout the world. Has better coverage of some countries than others. [www.pslawnet.org](http://www.pslawnet.org)

**ReliefWeb**

Lots of field positions are advertised here for mostly humanitarian and some human rights jobs.

<http://www.reliefweb.int/vacancies/>

**REGIONAL JOB LISTINGS****American Association of Teachers of Slavic and Eastern European Languages**

Job index for people with Slavic language skills. <http://aatseel.org/jobs/job-index.asp>

**Pambazuka News**

Website and newsletter on social justice in Africa. <http://pambazuka.org/en/category/jobs/>

**PAE-REACT**

This is the contractor paid by the US State Department to select US citizens for seconded jobs with the Organization for Security and Cooperation in Europe. [www.pae-react.com](http://www.pae-react.com)

**INTER-GOVERNMENTAL ORGANIZATIONS**

**International Criminal Court**, [http://www.icc.int/en/ICC\\_jobs.html](http://www.icc.int/en/ICC_jobs.html)

**International Criminal Tribunal for the former Yugoslavia**

Theoretically the ICTY's jobs are listed on the main UN site, but this is not always the case.

<http://www.un.org/icty/practical-e/index.htm>

**United Nations**

Check under "Human Rights", "Legal", and "Humanitarian Affairs."

<https://jobs.un.org/Galaxy/Release3/vacancy/vacancy.aspx>

For information on the competitive exam, see

<http://www.un.org/Depts/OHRM/examin/exam.htm>.

## **UN Development Program**

Some rights-related jobs <http://www.undp.org/jobs/>

For information on UNDP Leadership Development Program see <http://www.undp.org/lead/>.

## **UN High Commissioner for Human Rights**

Theoretically the High Commissioner's vacancies are all listed on the UN site, but in reality there are often jobs here that are never posted to the main site.

<http://www.ohchr.org/english/about/vacancies/index.htm>

## **UN High Commissioner for Refugees**

Information on external vacancies and international professional roster at

<http://www.unhcr.org/admin/3ba1bdc7.html>.

## **UNICEF**

Some rights-related jobs. <http://www.unicef.org/employ/current.htm>

## **INTERNATIONAL NGOs**

### **American Bar Association Rule of Law Programs**

<http://www.abanet.org/rol/opportunities/opportunities-home.shtml>

**Center for International Environmental Law** [http://www.ciel.org/Join/Join\\_Jobs.html](http://www.ciel.org/Join/Join_Jobs.html)

**Center for Reproductive Rights** [http://www.reproductiverights.org/ab\\_employment.html](http://www.reproductiverights.org/ab_employment.html)

**Global Rights** [http://www.globalrights.org/site/PageServer?pagename=wwcd\\_index\\_44](http://www.globalrights.org/site/PageServer?pagename=wwcd_index_44)

**Human Rights First** [http://www.humanrightsfirst.org/about\\_us/about\\_us.htm](http://www.humanrightsfirst.org/about_us/about_us.htm)

**Human Rights Watch** <http://www.hrw.org/jobs/>

**International Center for Transitional Justice** <http://www.ictj.org/en/about/jobs/index.html>

**International Committee of the Red Cross** [www.icrc.org](http://www.icrc.org)

**International Crisis Group** <http://www.crisisgroup.org/home/index.cfm?id=1152&l=1>

**International Rescue Committee** <http://www.theirc.org/jobs/index.html>

**Open Society Institute** <http://www.soros.org/about/careers>

## **DOMESTIC ORGANIZATIONS (sometimes have opportunities in international law)**

**National Lawyers Guild**, <http://www.nlg.org/members/jobs.htm>

**ACLU** <http://www.aclu.org/jobs/>

**Center for Constitutional Rights** <http://ccrjustice.org/job-internship>