



# 2026 Fall Legal Externships for Law Students

**Externships for Academic Credit | Fall Semester Application Deadline is September 11, 2026\***

The Office of the New York State Attorney General (OAG) has externships for course/academic credit available during the 2026 fall semester for second and third-year day law students, as well as evening law students who have completed at least three (3) semesters. Interested law students must be receiving course credit for their work at OAG as part of an independent study, externship program, or clinical program.

The OAG is seeking hardworking and talented law students who have excellent legal research and writing skills; fluency in other languages in addition to English is a plus but is not required. Applicants are encouraged to learn more about OAG bureaus and regional offices prior to submitting their applications by reviewing information that is available on the public website in the [about](#) and news and [media sections](#).

## Fall Placement Experience

- Selected law students will assist attorneys in all phases of their work.
- By conducting law-related assignments, students will be exposed to a broad range of legal work allowing them to gain valuable public interest legal experience. Assignments may include the following: writing memoranda; drafting pleadings; writing discovery requests or responses; preparing for and attending depositions, hearings, or in-court matters; interviewing clients, witnesses, and experts; assisting with investigations, case negotiations, and conducting general legal research assignments.
- In their assigned bureau/regional office, students interact regularly with attorneys who are working on innovative and impactful cases. Students benefit from a hands-on learning experience and an exciting and dynamic professional environment.
- A key objective of the program is for law students to finish their placements with a legal writing sample.

## Fall Program Details

- **For the fall program, two placement formats are available: hybrid or remote. Please review the following for information about each format. Format availability varies by bureau and location, please see the posting for details.**
  - 1) **Hybrid Placements:** Students report to their designated workstation two or three (2-3) days per week. On the days students work remotely, they need a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework.
  - 2) **Remote Placements:** Students telecommute for the duration of their placements. On the days students work remotely, they need a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework.
- **At the time students receive and accept an offer, they must provide written confirmation from their schools indicating their acceptance into an externship program, a clinical program, or an approved independent student. Additionally, this confirmation must include the following information:**

- The appropriate point of contact at the school for the externship;
  - The parameters of the externship, including the employer’s responsibilities;
  - The required minimum/maximum work hours to be completed by the student; and
  - The number of credits the student will receive upon completion.
- Students are encouraged to commit to work part-time (approximately 15 hours/week) during regular business hours for at least a semester (10-12 weeks) or the minimum stipulated by their externship, clinic, or independent study.
  - \*Applications are accepted online until **September 11, 2026**, and placement offers are made on a rolling basis.
  - Students hired for the fall may begin their placements on September 2, 2026, or after.
  - United States (U.S.) citizenship and New York state residency are not required, but applicants must be eligible to be employed in the U.S.

***The following bureaus/offices have externships available during the 2026 Fall Program:***

Bureau Description (Click to learn more)	Bureau Webpage (Click to learn more)	Fall Externships in Albany (Click to apply)	Placement Format Availability
<p>Appeals and Opinions (A&amp;O) is responsible for preparing and arguing civil appeals in New York’s state and federal courts. A&amp;O prepares multistate amicus briefs filed in the U.S. Supreme Court and federal courts nationwide, and it prepares amicus briefs and intervenes in actions to defend the constitutionality of state laws in New York’s state and federal courts. A&amp;O provides formal opinions to state-level branches and agencies and renders informal advisory opinions to municipal attorneys to assist local governments. <b>Location is Albany</b></p>	<a href="#">Appeals &amp; Opinions Bureau</a>	<a href="#">A&amp;O ALB EXT/LS FALL 2026</a>	<b>Hybrid</b>
<p>Charities supervises charitable organizations to protect donors and beneficiaries from fraud by ensuring donations are used as donors intended. The bureau regulates nonprofit organizations and their fundraisers to ensure their compliance with the Not-for-Profit Corporations Law and the New York statutes that require their registration with and financial reporting to OAG. The bureau also investigates and commences litigation against charities that misuse assets, engage in misleading solicitations, and/or violate their fiduciary duties. <b>Location is Albany</b></p>	<a href="#">Charities Bureau</a>	<a href="#">CHA ALB EXT/LS FALL 2026</a>	<b>Hybrid</b>
<p>Claims defends New York state and certain state authorities in the Court of Claims and defends individual state officers and employees in Supreme Court in civil actions for money damages arising in tort, medical/dental malpractice, unjust conviction, and breach of contract. <b>Location is Albany</b></p>	<a href="#">Claims Bureau</a>	<a href="#">CLA ALB EXT/LS FALL 2026</a>	<b>Hybrid</b>

<p>Law Enforcement Misconduct Investigative Office (LEMIO) has a broad mandate to investigate "allegations of corruption, fraud, use of excessive force, criminal activity, conflicts of interest, or abuse" as well as patterns and practices of police misconduct. LEMIO is responsible for investigating complaints, examining departmental policies and procedures, and making recommendations for reform, including disciplinary action. <b>Location is Albany</b></p>	<p><a href="#">Law Enforcement Misconduct Investigative Office</a></p>	<p><a href="#">LEMIO_ALB_EXT/LS_FALL_2026</a></p>	<p>Remote or Hybrid</p>
<p>Litigation represents the state, its officers, and its agencies in state and federal courts in actions involving almost every substantive area of the law. Litigation protects the public interest by defending constitutional challenges to state statutes, regulations, policies, and practices and by bringing actions to enforce state laws and regulations. <b>Location is Albany</b></p>	<p><a href="#">Litigation Bureau</a></p>	<p><a href="#">LIT_ALB_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Organized Crime Task Force conducts complex, long-term criminal investigations related to gang activity, drug trafficking, firearms trafficking, loan sharking, bookmaking, money laundering, fraud, grand larceny, labor racketeering, and other white-collar crime as well as human trafficking. <b>Location is Albany</b></p>	<p><a href="#">Organized Crime Task Force</a></p>	<p><a href="#">OCTF_ALB_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p><b>Bureau Description</b> <b>(Click to learn more)</b></p>	<p><b>Bureau Webpage</b> <b>(Click to learn more)</b></p>	<p><b>Fall Externships in Buffalo</b> <b>(Click to apply)</b></p>	<p><b>Placement Format Availability</b></p>
<p>Regional offices (RO) help carry out essential defensive, regulatory, and affirmative justice functions in every part of the state. Each RO is deeply engaged in local community affairs; conducting outreach and educational presentations; and responding to New Yorkers' complaints in critical areas such as elder abuse, consumer fraud, tenants' rights, immigration services fraud, election fraud, and not-for-profit corporations. <b>Location is Buffalo</b></p>	<p><a href="#">Buffalo Regional Office</a></p>	<p><a href="#">BUF_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Environmental Protection (EPB) is focused on advancing environmental justice throughout the state. EPB enforces state and federal environmental laws that protect New Yorkers' rights to clean air, clean water, and safe, and healthy communities, and conducts investigations into violations of those laws. EPB also defends in both federal and state courts the state's executive agencies charged with environmental responsibilities. <b>Location is Buffalo</b></p>	<p><a href="#">Environmental Protection Bureau</a></p>	<p><a href="#">EPB_BUF_EXT/LS_FALL_2026</a></p>	<p>Remote or Hybrid</p>

<p>Medicaid Fraud Control Unit (MFCU) investigates and prosecutes Medicaid provider fraud in the healthcare industry and abuse and neglect of residents in healthcare facilities. Possessing both civil and criminal enforcement powers, MFCU uses various state laws to bring civil actions and criminal proceedings, including asset forfeiture actions, resulting in large-scale criminal convictions and the recovery of millions of dollars of taxpayer money. <b>Location is Buffalo</b></p>	<p><a href="#">Medicaid Fraud Control Unit</a></p>	<p><a href="#">MFCU_BUF_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p><b>Bureau Description (Click to learn more)</b></p>	<p><b>Bureau Webpage (Click to learn more)</b></p>	<p><b>Fall Externships in New York City (Click to apply)</b></p>	<p><b>Placement Format Availability</b></p>
<p>Regional offices (RO) help carry out essential defensive, regulatory, and affirmative justice functions in every part of the state. Each RO is deeply engaged in local community affairs; conducting outreach and educational presentations; and responding to New Yorkers' complaints in critical areas such as elder abuse, consumer fraud, tenants' rights, immigration services fraud, election fraud, and not-for-profit corporations. <b>Location is Brooklyn</b></p>	<p><a href="#">Brooklyn Regional Office</a></p>	<p><a href="#">BRK_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Regional offices (RO) help carry out essential defensive, regulatory, and affirmative justice functions in every part of the state. Each RO is deeply engaged in local community affairs; conducting outreach and educational presentations; and responding to New Yorkers' complaints in critical areas such as elder abuse, consumer fraud, tenants' rights, immigration services fraud, election fraud, and not-for-profit corporations. <b>Location is Harlem</b></p>	<p><a href="#">Harlem Regional Office</a></p>	<p><a href="#">HRM_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Bureau of Internet &amp; Technology (BIT) is responsible for enforcement of New York's privacy, data security, and consumer protection laws in the online and technology environment, as well as for enforcement of New York's data breach notification laws. BIT investigates a wide range of issues affecting technology, including spyware, spam, online privacy, child safety, gambling, artificial intelligence, and fraud. <b>Location is New York City</b></p>	<p><a href="#">Bureau of Internet &amp; Technology</a></p>	<p><a href="#">BIT_NYC_EXT/LS_FALL_2026</a></p>	<p>Remote or Hybrid</p>
<p>Charities supervises charitable organizations to protect donors and beneficiaries from fraud by ensuring donations are used as donors intended. The bureau regulates nonprofit organizations and their fundraisers to ensure their compliance with the Not-for-Profit Corporations Law and the New York statutes that require their registration with and financial reporting to OAG. The bureau also investigates and commences litigation against charities that misuse assets, engage in misleading solicitations, and/or violate their fiduciary duties. <b>Location is New York City</b></p>	<p><a href="#">Charities Bureau</a></p>	<p><a href="#">CHA_NYC_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>

<p>Civil Rights (CRB) enforces federal, state, and local laws that protect New Yorkers from discrimination on the basis of race, color, national origin, sex, religion, age, marital status, sexual orientation, gender identity, military status, source of income, immigration status, or disability. CRB's docket reflects its commitment to combating discrimination and its effects, ensuring equality of opportunity, and promoting inclusion. Additional work includes community outreach, public education, and other advocacy efforts. <b>Location is New York City</b></p>	<p><a href="#">Civil Rights Bureau</a></p>	<p><a href="#">CRB_NYC_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Consumer Frauds and Protection (CFB) enforces consumer protection laws and civilly prosecutes businesses and individuals engaged in fraudulent, misleading, deceptive, or illegal trade practices. Cases typically seek injunctive relief, restitution for consumers, costs, and penalties. <b>Location is New York City</b></p>	<p><a href="#">Consumer Frauds and Protection Bureau</a></p>	<p><a href="#">CFB_NYC_EXT/LS_FALL_2026</a></p>	<p>Remote or Hybrid</p>
<p>Criminal Enforcement &amp; Financial Crimes (CEFC) investigates and prosecutes criminal acts related to securities fraud, tax fraud and other white-collar crimes. CEFC includes attorneys, investigators, auditors, and analysts who conduct complex, long-term criminal investigations and prosecute cases statewide, from charging through conviction. <b>Location is New York City</b></p>	<p><a href="#">Criminal Enforcement &amp; Financial Crimes Bureau</a></p>	<p><a href="#">CEFC_NYC_EXT/LS_FALL_2026</a></p>	<p>Remote or Hybrid</p>
<p>Environmental Protection (EPB) is focused on advancing environmental justice throughout the state. EPB enforces state and federal environmental laws that protect New Yorkers' rights to clean air, clean water, and safe, and healthy communities, and conducts investigations into violations of those laws. EPB also defends in both federal and state courts the state's executive agencies charged with environmental responsibilities. <b>Location is New York City</b></p>	<p><a href="#">Environmental Protection Bureau</a></p>	<p><a href="#">EPB_NYC_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Executive handles complex investigations and civil enforcement actions to end and remediate practices that harm the public, including matters that relate to the opioid crisis and firearms. The team also leads affirmative challenges to federal agency action, relying upon the APA, constitutional claims, and other relevant law, to protect New York's interests. Litigation matters are often high profile, frequently present complex questions of constitutional law and statutory and regulatory interpretation, and generally have significant policy and financial implications for the state. <b>Location is New York City</b></p>	<p><a href="#">Executive Division</a></p>	<p><a href="#">EXEC_NYC_EXT/LS_FALL_2026</a></p>	<p>Remote or Hybrid</p>
<p>Investor Protection (IPB) pursues complex investigations and litigation using the Martin Act and other laws to protect the public from fraud and misrepresentation in the offering and sale of securities, commodities, franchises, and other investment products. IPB's regulatory work includes digital assets; addressing fraud in ESG disclosures; the marketing of speculative investment products to a broad range of retail investors; and the need for greater racial equity across the financial system. <b>Location is New York City</b></p>	<p><a href="#">Investor Protection Bureau</a></p>	<p><a href="#">IPB_NYC_EXT/LS_FALL_2026</a></p>	<p>Remote or Hybrid</p>

<p>Labor has been nationally recognized for aggressively enforcing labor standards, especially in low-wage industries where exploitation of workers is common. Labor brings civil and criminal prosecutions for violations of minimum wage, overtime, prevailing wage, protections against discrimination and retaliation, and other critical labor and employment laws. Labor also represents state agencies such as the Commissioner of Labor, the Unemployment Insurance Appeal Board, and the Workers' Compensation Board in their enforcement of labor laws. <b>Location is New York City</b></p>	<p><a href="#">Labor Bureau</a></p>	<p><a href="#">LAB_NYC_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Law Enforcement Misconduct Investigative Office (LEMIO) has a broad mandate to investigate "allegations of corruption, fraud, use of excessive force, criminal activity, conflicts of interest, or abuse" as well as patterns and practices of police misconduct. LEMIO is responsible for investigating complaints, examining departmental policies and procedures, and making recommendations for reform, including disciplinary action. <b>Location is New York City</b></p>	<p><a href="#">Law Enforcement Misconduct Investigative Office</a></p>	<p><a href="#">LEMIO_NYC_EXT/LS_FALL_2026</a></p>	<p>Remote or Hybrid</p>
<p>Litigation represents the state, its officers, and its agencies in state and federal courts in actions involving almost every substantive area of the law. Litigation protects the public interest by defending constitutional challenges to state statutes, regulations, policies, and practices and by bringing actions to enforce state laws and regulations. <b>Location is New York City</b></p>	<p><a href="#">Litigation Bureau</a></p>	<p><a href="#">LIT_NYC_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Office of General Counsel (OGC) functions as in-house counsel to the AG and OAG, OGC works collaboratively across all divisions to provide guidance and develop legal strategies and responses; draft, interpret, and implement OAG policies and procedures; identify potential litigation/policy issues or strategies; implement compliance and supervise ethical determinations; interact with other governmental and legal entities; and handle employee and other confidential matters as required. <b>Location is New York City</b></p>	<p><a href="#">Office of General Counsel</a></p>	<p><a href="#">OGC_NYC_EXT/LS_FALL_2026</a></p>	<p>Remote or Hybrid</p>
<p>Office of Special Investigation (OSI) investigates every death in the state that may have been caused by a police officer or a peace officer (peace officers includes corrections officers). If warranted, OSI attorneys seek charges in connection with the incident and prosecute any resulting indictment. <b>Location is New York City</b></p>	<p><a href="#">Office of Special Investigation</a></p>	<p><a href="#">OSI_NYC_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Work with the Special Counsel for Reproductive Justice to support OAG's effort to protect and secure abortion rights and access in New York state through litigation, legislative work, policy advocacy, and public education in the rapidly evolving legal landscape following the Supreme Court's reversal of Roe v. Wade. The Special Counsel works collaboratively with other bureaus, including Health Care, Civil Rights, Internet and Technology, and Appeals and Opinions. <b>Location is New York City</b></p>	<p><a href="#">Reproductive Justice</a></p>	<p><a href="#">REJ_NYC_EXT/LS_FALL_2026</a></p>	<p>Remote or Hybrid</p>

<p>Sex Offender Management (SOMB) was created to represent the state in all Mental Hygiene Law Article 10 litigation. Cases in SOMB frequently present questions of the Mental Hygiene Law, criminal law, constitutional law, agency law, and statutory interpretation. SOMB also works in concert with the Article 10 partners to develop statewide protocols to further the goals of Article 10 in ensuring public safety. <b>Location is New York City</b></p>	<p><a href="#">Sex Offender Management Bureau</a></p>	<p><a href="#">SOMB_NYC_EXT/LS_FALL_2026</a></p>	<p><b>Remote or Hybrid</b></p>
<p><b>Bureau Description (Click to learn more)</b></p>	<p><b>Bureau Webpage (Click to learn more)</b></p>	<p><b>Fall Externships in Other Locations (Click to apply)</b></p>	<p><b>Placement Format Availability</b></p>
<p>Regional offices (RO) help carry out essential defensive, regulatory, and affirmative justice functions in every part of the state. Each RO is deeply engaged in local community affairs; conducting outreach and educational presentations; and responding to New Yorkers' complaints in critical areas such as elder abuse, consumer fraud, tenants' rights, immigration services fraud, election fraud, and not-for-profit corporations. <b>Location is Binghamton.</b></p>	<p><a href="#">Binghamton Regional Office</a></p>	<p><a href="#">BIN_EXT/LS_FALL_2026</a></p>	<p><b>Hybrid</b></p>
<p>Medicaid Fraud Control Unit (MFCU) investigates and prosecutes Medicaid provider fraud in the healthcare industry and abuse and neglect of residents in healthcare facilities. Possessing both civil and criminal enforcement powers, MFCU uses various state laws to bring civil actions and criminal proceedings, including asset forfeiture actions, resulting in large-scale criminal convictions and the recovery of millions of dollars of taxpayer money. <b>Location is Hauppauge</b></p>	<p><a href="#">Medicaid Fraud Control Unit</a></p>	<p><a href="#">MFCU_HAU_EXT/LS_FALL_2026</a></p>	<p><b>Hybrid</b></p>
<p>Regional offices (RO) help carry out essential defensive, regulatory, and affirmative justice functions in every part of the state. Each RO is deeply engaged in local community affairs; conducting outreach and educational presentations; and responding to New Yorkers' complaints in critical areas such as elder abuse, consumer fraud, tenants' rights, immigration services fraud, election fraud, and not-for-profit corporations. <b>Location is Nassau</b></p>	<p><a href="#">Nassau Regional Office</a></p>	<p><a href="#">NAS_EXT/LS_FALL_2026</a></p>	<p><b>Remote or Hybrid</b></p>
<p>Organized Crime Task Force conducts complex, long-term criminal investigations related to gang activity, drug trafficking, firearms trafficking, loan sharking, bookmaking, money laundering, fraud, grand larceny, labor racketeering, and other white-collar crime as well as human trafficking. <b>Location is White Plains</b></p>	<p><a href="#">Organized Crime Task Force</a></p>	<p><a href="#">OCTF_WP_EXT/LS_FALL_2026</a></p>	<p><b>Hybrid</b></p>

<p>Regional offices (RO) help carry out essential defensive, regulatory, and affirmative justice functions in every part of the state. Each RO is deeply engaged in local community affairs; conducting outreach and educational presentations; and responding to New Yorkers' complaints in critical areas such as elder abuse, consumer fraud, tenants' rights, immigration services fraud, election fraud, and not-for-profit corporations. <b>Location is Plattsburgh</b></p>	<p><a href="#">Plattsburgh Regional Office</a></p>	<p><a href="#">PLA_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Sex Offender Management (SOMB) was created to represent the state in all Mental Hygiene Law Article 10 litigation. Cases in SOMB frequently present questions of the Mental Hygiene Law, criminal law, constitutional law, agency law, and statutory interpretation. SOMB also works in concert with the Article 10 partners to develop statewide protocols to further the goals of Article 10 in ensuring public safety. <b>Location is Poughkeepsie</b></p>	<p><a href="#">Sex Offender Management Bureau</a></p>	<p><a href="#">SOMB_POU_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Sex Offender Management (SOMB) was created to represent the state in all Mental Hygiene Law Article 10 litigation. Cases in SOMB frequently present questions of the Mental Hygiene Law, criminal law, constitutional law, agency law, and statutory interpretation. SOMB also works in concert with the Article 10 partners to develop statewide protocols to further the goals of Article 10 in ensuring public safety. <b>Location is Syracuse</b></p>	<p><a href="#">Sex Offender Management Bureau</a></p>	<p><a href="#">SOMB_SYR_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Regional offices (RO) help carry out essential defensive, regulatory, and affirmative justice functions in every part of the state. Each RO is deeply engaged in local community affairs; conducting outreach and educational presentations; and responding to New Yorkers' complaints in critical areas such as elder abuse, consumer fraud, tenants' rights, immigration services fraud, election fraud, and not-for-profit corporations. <b>Location is Syracuse</b></p>	<p><a href="#">Syracuse Regional Office</a></p>	<p><a href="#">SYR_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Regional offices (RO) help carry out essential defensive, regulatory, and affirmative justice functions in every part of the state. Each RO is deeply engaged in local community affairs; conducting outreach and educational presentations; and responding to New Yorkers' complaints in critical areas such as elder abuse, consumer fraud, tenants' rights, immigration services fraud, election fraud, and not-for-profit corporations. <b>Location is Utica</b></p>	<p><a href="#">Utica Regional Office</a></p>	<p><a href="#">UTC_EXT/LS_FALL_2026</a></p>	<p>Hybrid</p>
<p>Regional offices (RO) help carry out essential defensive, regulatory, and affirmative justice functions in every part of the state. Each RO is deeply engaged in local community affairs; conducting outreach and educational presentations; and responding to New Yorkers' complaints in critical areas such as elder abuse, consumer fraud, tenants' rights, immigration services fraud, election fraud, and not-for-profit corporations. <b>Location is Watertown</b></p>	<p><a href="#">Watertown Regional Office</a></p>	<p><a href="#">WTR_EXT/LS_FALL_2026</a></p>	<p>Remote or Hybrid</p>

<p>Regional offices (RO) help carry out essential defensive, regulatory, and affirmative justice functions in every part of the state. Each RO is deeply engaged in local community affairs; conducting outreach and educational presentations; and responding to New Yorkers' complaints in critical areas such as elder abuse, consumer fraud, tenants' rights, immigration services fraud, election fraud, and not-for-profit corporations. <b>Location is Westchester</b></p>	<a href="#">Westchester Regional Office</a>	<a href="#">WES_EXT/LS_FALL_2026</a>	<b>Hybrid</b>
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*Candidates from diverse backgrounds are encouraged to apply.  
The OAG is an equal opportunity employer and is committed to workplace diversity.*

## How to Apply

The following section provides detailed information about the application process and application requirements. Please review the complete list of instructions prior to preparing and submitting your application materials online. **You will be unable to edit or amend your application after it has been submitted.**

- Applications for fall placements must be submitted online. To apply, please click on the reference number for a specific bureau/regional office in the table above.
- Applications are submitted separately for each bureau/regional office, and an applicant's candidacy for each application is determined separately by each bureau/regional office.
- **Please limit your application submissions to five (5) total across all bureaus/regional offices.**
- \*Applications are accepted online until **September 11, 2026**, and paid placement offers are made on a rolling basis.
- **The following four (4) documents are required for each application that is submitted:**

*Your documents should reflect your own thoughts/work product in text that was written by you. Do not use artificial intelligence (AI) to generate application documents. Once submitted, you will not be able to access or edit your application. Therefore, we strongly encourage you to have someone review/proofread your documents ahead of submitting your application online.*

### 1. Cover Letter

- You may address your letter to the Legal Recruitment Unit.
- Indicate why you are interested in a placement with OAG and what makes you a strong candidate.
- You may wish to include information about what life experiences you will bring to the placement that will enhance OAG's ability to better serve the diverse population of this state.
- If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter with each application, ranking those bureaus/regional offices in order of your preference.
- If the bureau(s) you are applying to specify a format option of hybrid or remote, please indicate your format preference in the cover letter. Please check the posting for specific format availability, as this varies by bureau.

### 2. Resume

- Ensure your resume is complete and current prior to submitting your application.

### 3. Reference List

- Submit a list of three (3) professional references (i.e., supervisor or professor).
- For each reference, indicate the nature and duration of your relationship.
- Include contact information and email addresses for each reference.

- Please note that your references will not be contacted until after you interview for the placement.

#### **4. Writing Sample**

- Submit a paper completed for school or a writing sample that was prepared for a job or during an internship/externship.
  - The writing sample should show you can analyze legal issues in a clear and concise manner. Also, the sample should highlight your advocacy and grammatical skills.
  - The writing sample should be between five and ten (5-10) pages long, not including the cover page.
  - Include a cover page indicating the following information:
    - a) The document type.
    - b) Specify the source of the sample. Was it prepared for a class (include the course name and date) or an internship or job (include the placement or position name and date).
    - c) Briefly indicate why you are choosing to submit this section of the document. State whether it is an excerpt from a longer document. If so, provide any relevant context the reader will need to understand how this section relates to the document as a whole.
    - d) Indicate who edited your sample, how many drafts were made, and whether you are the sole author of the document.
- **Failure to submit a complete application will delay the consideration of your candidacy.**
  - If a bureau wishes to schedule an interview, they will contact you directly to arrange this meeting.

**The OAG provides reasonable accommodations to applicants with disabilities. If you have questions regarding a placement with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**