



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 [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 |
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| <p>Appeals and Opinions (A&O) is responsible for preparing and arguing civil appeals in New York’s state and federal courts. A&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&O provides formal opinions to state-level branches and agencies and renders informal advisory opinions to municipal attorneys to assist local governments. Location: Albany</p> | Appeals & Opinions Bureau | A&O ALB EXT/LS FALL 2026 | Hybrid |
| <p>The Charities Bureau has broad authority to oversee organizations that have charitable assets and conduct charitable activities. The bureau protects donors and beneficiaries from fraud by ensuring donations are used as donors intended. The bureau regulates charities and their fundraisers to ensure their compliance with New York statutes that require 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. In addition to enforcing the applicable laws, the bureau conducts outreach to charities through public speaking engagements, written guidance, and symposia to provide them with information that supports their compliance with the law. Location: Albany</p> | Charities Bureau | CHA ALB EXT/LS FALL 2026 | Hybrid |
| <p>Civil Recoveries seeks to recoup money owed to state agencies through affirmative litigation, primarily in New York state supreme court, but also in the surrogate’s, bankruptcy, and federal district courts. The bureau represents all New York state agencies in a broad range of civil matters. These matters include breach of contract, property damage, negligence, Navigation Law oil spill cleanups, mental hygiene law, guardianships, bankruptcy, and recoveries for victims of dishonest conduct by lawyers. Location: Albany</p> | Civil Recoveries Bureau | CVB ALB EXT/LS FALL 2026 | Hybrid |

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| <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. Location: Albany</p> | <p>Claims Bureau</p> | <p>CLA_ALB_EXT/LS_FALL_2026</p> | <p>Hybrid</p> |
| <p>The 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. Location: Albany</p> | <p>Law Enforcement Misconduct Investigative Office</p> | <p>LEMIO_ALB_EXT/LS_FALL_2026</p> | <p>Hybrid</p> |
| <p>The Litigation Bureau represents and defends the state of New York and its agencies, officials, and employees in federal and state courts in civil actions and proceedings involving a broad range of subject areas arising out of state legislation, regulations, and operations. The bureau's cases 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. Location: Albany</p> | <p>Litigation Bureau</p> | <p>LIT_ALB_EXT/LS_FALL_2026</p> | <p>Hybrid</p> |
| <p>The Office of Special Investigation (OSI) investigate incidents throughout the state in which a police officer or a peace officer (including a corrections officer) has caused the death of a person. If warranted, OSI's attorneys seek charges in connection with the incident and prosecute any resulting indictment. Location: Albany</p> | <p>Office of Special Investigation</p> | <p>OSI_UPS_EXT/LS_FALL_2026</p> | <p>Hybrid</p> |
| <p>The 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. Location: Albany</p> | <p>Organized Crime Task Force</p> | <p>OCTF_ALB_EXT/LS_FALL_2026</p> | <p>Hybrid</p> |
| <p>Bureau Description (Click to learn more)</p> | <p>Bureau Webpage (Click to learn more)</p> | <p>Fall Externships in Buffalo (Click to apply)</p> | <p>Placement Format Availability</p> |

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| <p>The Regional Office (RO) represents and defends the state and its agencies, officials, and employees in state courts in civil actions and proceedings involving public employment, public health, law enforcement, corrections, state finance, insurance, taxation, mental hygiene, and other litigation matters arising out of state legislation, regulations, and operations. The RO also handles affirmative social and economic justice matters. Offering a diverse and stimulating practice, attorneys handle all phases of litigation from inception through trial and frequently appear in court. Location: Buffalo</p> | <p>Buffalo Regional Office</p> | <p>BUF_EXT/LS_FALL_2026</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. Location: Buffalo</p> | <p>Environmental Protection Bureau</p> | <p>EPB_BUF_EXT/LS_FALL_2026</p> | <p>Remote or Hybrid</p> |
| <p>The 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. Location: Buffalo</p> | <p>Law Enforcement Misconduct Investigative Office</p> | <p>LEMIO_BUF_EXT/LS_FALL_2026</p> | <p>Hybrid</p> |
| <p>The 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. Location: Buffalo</p> | <p>Medicaid Fraud Control Unit</p> | <p>MFCU_BUF_EXT/LS_FALL_2026</p> | <p>Hybrid</p> |
| <p>The Office of Special Investigation (OSI) investigate incidents throughout the state in which a police officer or a peace officer (including a corrections officer) has caused the death of a person. If warranted, OSI's attorneys seek charges in connection with the incident and prosecute any resulting indictment. Location: Buffalo</p> | <p>Office of Special Investigation</p> | <p>OSI_UPS_EXT/LS_FALL_2026</p> | <p>Hybrid</p> |
| <p>Bureau Description (Click to learn more)</p> | <p>Bureau Webpage (Click to learn more)</p> | <p>Fall Externships in New York City (Click to apply)</p> | <p>Placement Format Availability</p> |

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| <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. Location: Brooklyn</p> | <p><u>Brooklyn Regional Office</u></p> | <p><u>BRK_EXT/LS_FALL_2026</u></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. Location: Harlem</p> | <p><u>Harlem Regional Office</u></p> | <p><u>HRM_EXT/LS_FALL_2026</u></p> | <p>Hybrid</p> |
| <p>The Bureau of Internet & 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. Location: New York City</p> | <p><u>Bureau of Internet & Technology</u></p> | <p><u>BIT_NYC_EXT/LS_FALL_2026</u></p> | <p>Remote or Hybrid</p> |
| <p>The Charities Bureau has broad authority to oversee organizations that have charitable assets and conduct charitable activities. The bureau protects donors and beneficiaries from fraud by ensuring donations are used as donors intended. The bureau regulates charities and their fundraisers to ensure their compliance with New York statutes that require 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. In addition to enforcing the applicable laws, the bureau conducts outreach to charities through public speaking engagements, written guidance, and symposia to provide them with information that supports their compliance with the law. Location: New York City</p> | <p><u>Charities Bureau</u></p> | <p><u>CHA_NYC_EXT/LS_FALL_2026</u></p> | <p>Hybrid</p> |
| <p>The Civil Rights Bureau (CRB), which includes the Voting Rights and Hate Crimes and Bias Prevention Sections, 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. Location: New York City</p> | <p><u>Civil Rights Bureau</u></p> | <p><u>CRB_NYC_EXT/LS_FALL_2026</u></p> | <p>Hybrid</p> |

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| <p>Consumer Frauds and Protection (CFB) enforces consumer protection laws and civilly prosecutes businesses and individuals engaged in deceptive, unfair, abusive, or illegal trade practices. Cases typically seek injunctive relief, restitution for consumers, costs, and penalties. Location: New York City</p> | <p><u>Consumer Frauds and Protection Bureau</u></p> | <p><u>CFB_NYC_EXT/LS_FALL_2026</u></p> | <p>Remote or Hybrid</p> |
| <p>Criminal Enforcement and Financial Crimes (CEFC) investigates and prosecutes criminal acts related to securities fraud, embezzlement, unlicensed practice of law, and other white-collar crimes. The bureau along with its law enforcement partners conduct complex, long-term criminal investigations and prosecute cases statewide, from charging through conviction. Location: New York City</p> | <p><u>Criminal Enforcement & Financial Crimes Bureau</u></p> | <p><u>CEFC_NYC_EXT/LS_FALL_2026</u></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. Location: New York City</p> | <p><u>Environmental Protection Bureau</u></p> | <p><u>EPB_NYC_EXT/LS_FALL_2026</u></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. Location: New York City</p> | <p><u>Executive Division</u></p> | <p><u>EXEC_NYC_EXT/LS_FALL_2026</u></p> | <p>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. Location: New York City</p> | <p><u>Investor Protection Bureau</u></p> | <p><u>IPB_NYC_EXT/LS_FALL_2026</u></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 and administration of labor laws. Location: New York City</p> | <p><u>Labor Bureau</u></p> | <p><u>LAB_NYC_EXT/LS_FALL_2026</u></p> | <p>Hybrid</p> |

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| <p>The 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. Location: New York City</p> | <p><u>Law Enforcement Misconduct Investigative Office</u></p> | <p><u>LEMIO_NYC_EXT/LS_FALL_2026</u></p> | <p>Hybrid</p> |
| <p>The Litigation Bureau represents and defends the state of New York and its agencies, officials, and employees in federal and state courts in civil actions and proceedings involving a broad range of subject areas arising out of state legislation, regulations, and operations. The bureau's cases 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. Location: New York City</p> | <p><u>Litigation Bureau</u></p> | <p><u>LIT_NYC_EXT/LS_FALL_2026</u></p> | <p>Hybrid</p> |
| <p>The 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. Location: New York City</p> | <p><u>Office of General Counsel</u></p> | <p><u>OGC_NYC_EXT/LS_FALL_2026</u></p> | <p>Hybrid</p> |
| <p>The Office of Special Investigation (OSI) investigate incidents throughout the state in which a police officer or a peace officer (including a corrections officer) has caused the death of a person. If warranted, OSI's attorneys seek charges in connection with the incident and prosecute any resulting indictment. Location: New York City</p> | <p><u>Office of Special Investigation</u></p> | <p><u>OSI_NYC_EXT/LS_FALL_2026</u></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. Location: New York City</p> | <p><u>Reproductive Justice</u></p> | <p><u>REJ_NYC_EXT/LS_FALL_2026</u></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. Location: New York City</p> | <p><u>Sex Offender Management Bureau</u></p> | <p><u>SOMB_NYC_EXT/LS_FALL_2026</u></p> | <p>Hybrid</p> |

| Bureau Description (Click to learn more) | Bureau Webpage (Click to learn more) | Fall Externships in Other Locations (Click to apply) | Placement Format Availability |
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| <p>The Regional Office (RO) engages in the defense of claims brought against the state and its agencies in the Court of Claims. More broadly, the RO engages in state counsel representation, involving the representation and defense of the state and its agencies, officials, and employees in state courts in civil actions and proceedings. The RO also handles Extreme Risk Protection Orders (ERPOs) and affirmative social and economic justice matters. Attorneys handle all phases of litigation from commencement through trial, frequently appearing in court. Each RO is engaged in local community affairs, conducting outreach and delivering presentations to address the diverse needs of the constituents in their region. Location: Binghamton</p> | <p>Binghamton Regional Office</p> | <p>BIN_EXT/LS_FALL_2026</p> | <p>Hybrid</p> |
| <p>The 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. Location: Hauppauge</p> | <p>Medicaid Fraud Control Unit</p> | <p>MFCU_HAU_EXT/LS_FALL_2026</p> | <p>Hybrid</p> |
| <p>The 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. Location: White Plains</p> | <p>Organized Crime Task Force</p> | <p>OCTF_WP_EXT/LS_FALL_2026</p> | <p>Hybrid</p> |
| <p>The Regional Office (RO) engages in state counsel representation, involving the representation and defense of the state and its agencies, officials, and employees in state courts in civil actions and proceedings. The RO also handles affirmative social and economic justice matters in critical areas such as consumer fraud, tenants' rights, civil rights, and not-for-profit corporations. Attorneys handle all phases of litigation from commencement through trial, frequently appearing in court. Each RO is engaged in local community affairs, conducting outreach and delivering presentations to address the diverse needs of the constituents in their region. Location: Plattsburgh</p> | <p>Plattsburgh Regional Office</p> | <p>PLA_EXT/LS_FALL_2026</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. Location: Poughkeepsie</p> | <p>Sex Offender Management Bureau</p> | <p>SOMB_POU_EXT/LS_FALL_2026</p> | <p>Remote or Hybrid</p> |

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| <p>The Regional Office (RO) engages in the defense of claims brought against the state and its agencies in the Court of Claims. More broadly, the RO engages in state counsel representation, involving the representation and defense of the state and its agencies, officials, and employees in state courts in civil actions and proceedings. The RO also handles affirmative social and economic justice matters. Attorneys handle all phases of litigation from commencement through trial, frequently appearing in court. Each RO is engaged in local community affairs, conducting outreach and delivering presentations to address the diverse needs of the constituents in their region. Location: Utica</p> | <p>Utica Regional Office</p> | <p>UTC_EXT/LS_FALL_2026</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. Location: Watertown</p> | <p>Watertown Regional Office</p> | <p>WTR_EXT/LS_FALL_2026</p> | <p>Remote or Hybrid</p> |
| <p>The Regional Office (RO) has a litigation intensive practice that involves representing state agencies in the New York State Court of Claims, the New York State Supreme Courts, and the Federal District Court for the Southern District of New York. RO attorneys handle all phases of litigation, including motion practice, witness interview/prep, depositions, court conferences, and trials. The RO also has a robust affirmative practice with a focus on the research, investigation, and resolution of consumer-related deceptive practices. Location: Westchester</p> | <p>Westchester Regional Office</p> | <p>WES_EXT/LS_FALL_2026</p> | <p>Hybrid</p> |

*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 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 position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about OAG, please visit our website: ag.ny.gov