

Instructions for Preparing AG Fellowship Application Documents

Cover Letter	- Your cover letter will be reviewed by members of the AG Fellowship Team to get to know you better as a candidate. - Your cover letter is your first opportunity to demonstrate your writing abilities and your interest in working at OAG. - Therefore, be strategic, intentional, and authentic in your approach to preparing this document. - You may address your letter to the “Attorney General Fellowship Program Search Committee.” - Your cover letter should not exceed a page and a half (1–1.5) in length. - Remember to specify your placement preference(s). See the posting for details. A reminder that the AG Fellowship Team reserves the right to make placement assignments based on the needs of OAG. - Your cover letter must answer each of the following questions. Failure to address these questions will affect candidacy. Your responses should reflect your own thoughts in text that was written by you. - Why are you interested in working for OAG? - What makes you a strong candidate for a Fellowship placement? - Why is diversity in the legal profession important?
Resume	- Include your preferred name and correct contact information. We primarily contact applicants by email, so provide an address you check regularly. - School names - School activities (e.g., law review, moot court, student bar associations, or other affinity groups) - Degrees (completed and in progress) - Graduation dates (only your anticipated graduation date from law school is needed) - Professional certifications or other training programs - Professional experience to date - Internships, externships, and clinics - Professional positions you have held (including before attending law school) - Correct dates of employment (beginning and end dates, update “present” if the position has ended) - Whether you note your GPA on your resume is your choice. However, the AG Fellowship Team does not consider grades when evaluating applicants for first-round interviews.
Reference List	- Provide a list of three (3) references: - At least two (2) of the references must be professional. Supervisory or academic references are preferred. - If you choose, one (1) reference may be a character reference. This must be a non-relative such as a mentor or a colleague. - Provide current contact information for each reference, including phone numbers and email addresses. - For each reference, indicate the nature and duration of your relationship. - Do not provide letters of recommendation.
Writing Sample	- Your writing sample should be between five and ten (5-10) pages long, not including the cover page. - If you are invited to interview, you will be asked questions about your writing sample. - Therefore, select a sample you are comfortable discussing. - If you submit an excerpt, you should be prepared to discuss the entire document. - Include a cover page that provides the following information: - Indicate the document type and content (e.g., motion to compel discovery). - 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)? - 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. - Indicate who edited the sample, the number of drafts, and whether you are the sole author of the document.

General Best Practices and FAQs

- Complete applications must be submitted online and received by close of business on Friday, October 2.**
- When naming/labeling your application documents, include your first and last name.
- Consider font size, font style, line spacing, and other formatting choices to maximize readability for the reviewer.
- While preparing your application materials, consider getting feedback and support from your school’s career services office or other resources within your network such as a mentor or an academic advisor.
- Do not use artificial intelligence (AI) to generate your application documents.
- Review and proof your documents ahead of submission. Once submitted, you will not be able to edit your application.
- If you wish to ask about the status of your AG Fellowship application or have other updates to share about your candidacy, please email AGFellowship@ag.ny.gov.
- It is not our policy to share information about OAG’s interview or candidate selection processes; this includes providing feedback on an applicant’s interview performance.

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