



## Executive Division

### Volunteer Law Students - New York City

#### Reference No. EXEC\_NYC\_VLS\_SLIP\_2019

The Executive Division of the New York State Office of the Attorney General (OAG) is seeking talented law students to work with the Attorney General's Counsel and other Executive staff members in the New York City office as part of our 2019 Summer Law Internship Program (SLIP). The SLIP officially runs for 8 weeks between June and July (10-week appointments are available, if required by the applicant's funding source). **The 2019 SLIP will begin on June 3, 2019.** Interns commit to work full-time for the duration of the program. These internships are either volunteer positions, externships for course credit, funded by a public service grant obtained by the student, or work-study funded by a law school. **We encourage applicants to confer with their financial aid offices and public interest career advisors for information regarding funding available for public service internships with a government agency such as the OAG.**

The selected law students will assist attorneys in all phases of their work including, but not limited to legal research; drafting of briefs, memos and pleadings; document review; responding to discovery requests; preparing for depositions and trials; and performing some clerical work. We are seeking hardworking interns who are committed to public service and have excellent legal research and writing skills; fluency in other languages (e.g., Spanish, Mandarin, Russian, Korean, etc.) in addition to English is a plus, but not required. U.S. citizenship and New York State residency are not required.

*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.

- ❖ Applications for the 2019 SLIP are being received online. **To apply, please click on this link: [EXEC NYC VLS SLIP 2019](#)**; applicants will be taken to the online application page for this position.
- ❖ Please note that applicants may also apply to the additional bureaus listed on our statewide posting for the Summer Law Internship Program. 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.
- ❖ The applicant deadline is **April 12, 2019**, but please note that positions are filled on a rolling basis.
- ❖ **The following documents are required for each application that is submitted:**  
(Click on the document name to learn more)
  - ◆ **[Cover Letter](#)**
    - Please address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment.
    - If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter for **each application**, ranking those bureaus/regional offices in order of your preference.
    - Indicate in your cover letter whether there are any work-study funding or other deadlines related to your candidacy.
  - ◆ **[Resume](#)**
  - ◆ **List of three (3) [references](#).**
    - Only submit professional (i.e., supervisor or professor) references.
    - Indicate your professional relationship to each reference.

-Include contact information and email addresses for each reference.

◆ **Transcript**

-Unofficial transcript is acceptable.

-1Ls: College transcript will not satisfy this requirement.

◆ **Writing Sample**

-Submit any piece of legal writing that demonstrates your ability to analyze legal issues in a clear and concise manner, as well as your advocacy and grammatical skills. For example, an advisory opinion, memorandum of law in support of a motion, or appellate brief would be acceptable.

◆ **Failure to submit a complete application will delay the consideration of your candidacy.**

❖ Please submit your application at least two (2) weeks prior to any deadlines that could impact your candidacy (e.g., work study funding deadline) and note this in your cover letter.

❖ Please allow at least three (3) business weeks for your application to be processed and reviewed by the hiring bureau/regional office. After three (3) weeks, to request a status update, [please click here](#).

**If you have questions about a position with the OAG, the application process or need assistance with submitting your application, please contact the Legal Recruitment Bureau via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov).**