Checklist for Securing a Legal Internship

Getting Your Documents in Order

_____ Resume
   If you do not have a resume, follow the attached sample.
   If you do have a resume, update it with your latest activities, grades, and experiences.
   Once you have constructed a resume, have it reviewed by Career Services.

_____ Writing Sample (Only some will ask for this.)
   Your writing sample should be an academic paper between 5-10 pages for which you received a good grade.
   Edit the sample, incorporating any corrections your professor recommended.
   Create a cover sheet for the writing sample. This sheet should include your name, the words “Writing Sample” centered at the top of the page, and background information, including the name of the course, and a brief description of the assignment.

_____ Transcript
   Obtain a copy of your transcript either through Banner or the Registrar’s Office.

Finding a Site

_____ Select an internship site
   Visit the Political Science Website Internship Site Database at
   http://www.slu.edu/department-of-political-science-home/student-opportunities/internships-in-political-science/community-partner-sites
   If you have a site in mind that is not in the database, you may still arrange for an internship at that site; your future supervisor will simply have some additional paperwork to fill out once you have been hired.
   Notices about new internship opportunities are placed periodically on the POLS website.

Expressing Your Interest

_____ Either call the site, or send an email to express your interest in an internship position.
   Your email should be polite and concise. Include your contact information and attach your resume.
   Email both Dr. Strikwerda (rstrikwe@slu.edu) and Mary Lapusan (lapusanm@slu.edu) of the internships that you have applied for. Attach a copy of your resume to the email.
   If you have not had a response within a week, send a follow-up email expressing your continued interest in an internship.

Preparing for Your Interview

_____ Familiarize yourself with your resume. Interviewers often ask specific questions about items on your resume.
____ Research the employer via their website.
____ Think of questions to ask the interviewer. Interviewers like to see that you are interested enough in the organization to ask thoughtful questions. Do not ask easy questions that could be answered by a visit to the organization’s web site.
   Good questions to ask include:
   “What are some of the qualities of your most successful interns?”
   “What is a typical day’s work for your interns?”
____ You may schedule a mock interview with Career Services to both practice the process and boost your confidence.

**Interviewing**
____ Wear a clean suit. Women may wear either pants or a skirt. Heels should not exceed three inches and accessories should be kept to a minimum.
____ Take copies of both your resume and writing sample with you to every interview, regardless of whether you have already provided it for that particular employer.
____ Arrive 5-10 minutes early.
____ If you are being interviewed over the telephone, have your resume handy, and a pad of paper and a pen for notes.

**After Your Interview**
____ Send a thank you note to your interviewer within 24 hours of the interview. Either a handwritten note or an email is acceptable.
____ It is appropriate to follow-up with the interviewer one to two weeks after the interview. However, when you follow-up depends on what the interviewer has told you about its hiring timeline. If the employer tells you the decision will take two weeks, do not follow-up until two weeks have passed.
____ Some sites may require a background check. Be sure to return any requested permission forms promptly.

**Registering for the Internship Class**
____ **AFTER** you secure an internship, notify Dr. Strikwerda (rstrikwe@slu.edu) to be given permission to register for POLS 3915. After he responds you can register.
   The number of credit hours you register for will depend on the number of hours you plan to work at your internship site each week.
   2 Credit hours → 7 to 9 hours per week at site
   3 Credit hours → 10 to 12 hours per week at site
   4 Credit hours → 13 to 15 hours per week at site
____ Inform supervisor of any time constraints you have (such as during midterm week).

--thanks to the Pre-Law Program, from which this checklist was adapted
RAS August 2015
ANDRE K. JAMES
2775 Park Place, Apartment 6E
Clayton, Missouri 63105
314-985-0021 (c)
andrejames@slu.edu

EDUCATION

Saint Louis University School of Law, St. Louis, Missouri
J.D., anticipated, May 2007
GPA: 2.79 Class Rank: Top 40%
Honors/activities: Dean’s Select Scholar (3 year, 2/3 tuition paid scholarship), Public Interest Law Group, Student Bar Association (1L Elected Representative)

St. Olaf College, Northfield, Minnesota
B.S., magna cum laude, Biology, May 2004
Minor: Chemistry
GPA: 3.5/4.0
Honors/activities: Presidential Scholarship for Academic Excellence, Phi Beta Kappa, Resident Advisor, Varsity Tennis (Captain)

Worked approximately 10-15 hours per week junior/senior year while attending college fulltime

Universite Paris Sorbonne-Paris IV, Paris, France
Studied abroad senior year, first semester (September 2004 — December 2004)

LANGUAGES
Fluent in French

WORK EXPERIENCE

St. Olaf College, Department of Biology, Northfield, Minnesota
Biology Teaching Assistant August 2003 — May 2004
• Supervised laboratory sessions.
• Maintained laboratory equipment and ordered laboratory supplies.
• Graded examinations, drafted quizzes and provided individual tutoring to biology students.

St. Olaf College Bookstore, Northfield, Minnesota
Manager August 2002 — August 2003
• Supervised, managed and trained workforce of six employees.
• Monitored inventory levels and ordered all text books, paper products, clothing and other merchandise. Performed general cashier duties.
• Developed and coordinated employee work schedules.

VOLUNTEER
Make a Wish Foundation, Northfield, Minnesota

INTERESTS
Foreign films, classical guitar, rock climbing, kayaking