



# PUBLIC INTEREST AND PRO BONO GUIDE



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## **TABLE OF CONTENTS**

Introduction	2
What is Public Interest Law?	2
What is the Job Search Process Like?	3
How Can I Afford to Do Public Interest Work Next Summer or During the School Year?	4
How Can I Afford to Do Public Interest Work After I Graduate?	6
Resume and Cover Letter	7
Pro Bono in Law Firms	8
Appendix 1 – Sample Cover Letter	9
Appendix 2 – Sample Resume	10
Appendix 3 – Helpful Websites	11
Appendix 4 – Timeline for Planning a Public Interest Career	17

## I. INTRODUCTION

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If you are attending law school because you want to pursue a career in public interest law, congratulations! As a public interest lawyer, you will join a community of talented and dedicated attorneys who make a difference in their communities and find their work immensely gratifying. Among other things, this guide will introduce you to: 1) exciting summer opportunities in public interest law in the South Florida community and beyond; 2) funding opportunities; 3) post-graduate jobs and fellowships; 4) resources on the Internet and elsewhere; and 5) *pro bono* policies in law firms.

If you are unsure of what you want to do in the future, now is a great time to start exploring. Public sector work has many opportunities that encompass a myriad of legal issues. Who knows – you may love it! At the very least, you will gain excellent experience and hopefully find that being involved in *pro bono* work is something that you will want to continue throughout your career.

Finally, if your intention is to enter private practice, but you also desire to contribute to your community through *pro bono* work, we encourage you to remain faithful to this objective and use this guide as a resource to research your employer's *pro bono* policies.

In addition to reading this guide, you are strongly encouraged to meet with an advisor at the Career Development Office (CDO) to further discuss your goals and options. The CDO's public interest advisors are Jessie Howell and Debbie Rowe-Millwood. Also, make sure to visit the current HOPE Public Interest Opportunities page located at:

<http://www.law.miami.edu/hope/opportunities.php?op=1> and the Public Interest Information page located at <http://www.law.miami.edu/career-development-office/public-interest-information.php?op=3>. Make sure to attend programming throughout the academic year and read the newsletters that explore public interest in detail and provide updates on the various public sector job postings.

## II. WHAT IS PUBLIC INTEREST LAW?

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Broadly defined, public interest work encompasses work done on the basis of justice and the public good, rather than for personal or commercial gain. Public interest law is practiced in the non-profit community, the government sector and the private bar. Some non-profit organizations may focus on individual case representation, or on larger impact litigation, while others invest their resources in advocacy and public education. Public interest lawyers often deal with issues such as:

- civil rights
- homelessness
- labor and employment
- children's rights
- women's rights
- domestic violence
- criminal defense
- civil liberties
- environmental
- disability rights
- gay/lesbian rights
- education
- immigrants' rights
- death penalty

In the government, public interest lawyers practice in executive agencies, the legislature, the judiciary and public defender offices. In the private sector, law firms often retain *pro bono* clients through a bar referral service or legal clinic such as the Dade County Bar Association Put Something Back Program. In addition, a small, but growing, number of private public interest law firms take on civil rights issues and charge fees on a sliding scale for low-income or underrepresented clients.

### **III. WHAT IS THE JOB SEARCH PROCESS LIKE?**

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Finding the right public interest job may require a significant investment of your time and energy since public interest employers often lack the resources to recruit extensively and most do not participate in On Campus Interviewing (OCI) programs. The CDO encourages public sector employers to interview on campus and, therefore, it is important to look at any recruiting information distributed by the CDO office. Also, don't miss opportunities to participate in public sector-oriented job fairs such as the Equal Justice Works Conference held in Washington, D.C. each October and the Florida Public Defender Job Fairs held periodically throughout the year. You will need to research, network and initiate contact with prospective employers. Given the amount of time and money that you are investing in your legal education, consider your job search efforts more than worthwhile.

The timing of your public interest job search may also differ from that of a private firm job search because many public interest employers do not hire until the spring semester. However, you should begin networking with public interest employers at your earliest opportunity. You can network by sending letters to employers requesting informational interviews early in the fall (see the CDO's Networking Guide and Cover Letter Guide available on the CDO website and Resource Room for information and samples) or by meeting with prospective local employers over lunch or breakfast. If you plan to practice in your hometown or in a city other than Miami, take advantage of fall, winter or spring break to meet with as many public interest organizations as possible. Making early contacts will pay off later when an employer has a better idea of his or her hiring needs.

On campus, you also should network with public interest groups, such as:

- Center for Ethics & Public Service
- HOPE Public Interest Resource Center
- National Lawyers Guild
- The Organization for Human Rights

Student groups also sponsor public interest activities. For more information about the student organizations at the University of Miami School of Law, please visit <http://www.law.miami.edu/student-organizations/index.php?op=6>. At times, 2L and 3L students can offer candid advice and helpful insight into the job search process. Off-campus, you should also explore opportunities through local bar associations. Public sector employers often want to see a commitment to public interest, especially when making a permanent offer. Therefore, throughout your law school career, it is important to build your resume with summer work, as well as volunteer and organizational involvement during the academic year.

As for permanent (post-graduate) paid positions, most public interest employers have budgetary constraints that prevent them from hiring before the spring. Employers often wait for grants to be approved before hiring new employees. In addition, some public interest employers do not hire for permanent positions until an applicant has been admitted to the appropriate state bar. Although this may be frustrating to some third-year students, bear in mind that the right job is worth the wait.

Although you may be fortunate enough to secure a public interest position early, the public interest job search is typically an ongoing process and the CDO can guide you throughout the year. Please refer to Appendix 3 for a list of websites that may help you with your public interest job search.

#### **IV. HOW CAN I AFFORD TO DO PUBLIC INTEREST WORK NEXT SUMMER OR DURING THE SCHOOL YEAR?**

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##### ***A. Grants/Fellowships***

Due to agencies' budgetary constraints, most public interest summer positions are unpaid. However, some *federal agencies* do offer stipends or salaries. For comprehensive information on federal government programs, see the "Government Honors and Internship Handbook" which may be accessed online at [https://www.law.arizona.edu/career/Government\\_Honors2014-15/securitytest.cfm](https://www.law.arizona.edu/career/Government_Honors2014-15/securitytest.cfm). The link is password protected, so please ask the CDO or your advisor for the login information. You may also want to check whether your public interest organization can qualify as an externship.

If you plan to work for a non-profit agency, you should take advantage of fellowship and grant opportunities. Application deadlines for fellowships and grants are typically in late fall or early spring, so be sure to check with the CDO before that time if you are interested in applying for those opportunities. Please contact the HOPE office for information about their HOPE Summer Fellowships. In the alternative, you may choose to earn academic credit by working in a non-profit through the law school's litigation skills clinical program or the Miami Law Externship Program. For questions about the Externship Program, please contact Sajani Desai, Externship Program Manager, in the CDO.

Finally, the law school's work-study program offers limited funds for students working in public interest organizations. You should meet with your financial aid advisor to find out about this program.

For more fellowship information and additional listings, refer to <http://www.psjd.org/>, the "Harvard Law School Public Interest Job Search Guide," and "Yale's Comprehensive Fellowship Guide – the Ultimate Resource for Law Students and Lawyers" at [http://www.law.yale.edu/documents/pdf/CDO\\_Public/Final\\_Public\\_Fellowships\\_Vol\\_1.pdf](http://www.law.yale.edu/documents/pdf/CDO_Public/Final_Public_Fellowships_Vol_1.pdf). Also, if you are interested in working for a particular organization, you should contact them directly to find out about potential funding sources. If you are unable to secure funding, keep in mind that you will gain valuable work experience as a volunteer.

The following are but a few of the many fellowship opportunities for first-and second-year law students:

- **HOPE Public Interest Resource Center** – The Public Interest Resource Center is an integral part of the University of Miami School of Law that offers resources for community and legal outreach and advocacy. HOPE Fellowships provide stipends during the summer for students participating in special projects at agencies that provide legal services to the poor. HOPE fellowships are available to students participating in both domestic and international internships. See <http://www.law.miami.edu/hope/hope-fellows.php?op=3> and <http://www.law.miami.edu/hope/summer-public-interest-fellowship-program.php> for more information.
- **Equal Justice Works** – A national organization offering a multitude of resources for public interest-minded students, including summer jobs and fellowships. For example, the Summer Corps program offers \$1,212 in loan repayment assistance to students who spend their summer providing legal services to underrepresented and low-income communities. For more information on summer grants and job opportunities, check the website at <http://www.equaljusticeworks.org/> and <http://www.equaljusticeworks.org/law-school/amicorpsjd/faqs>.
- **The Center for Ethics & Public Service** – The University of Miami School of Law’s Center for Ethics & Public Service is an interdisciplinary clinical program devoted to the values of ethical judgment, professional responsibility and public service in law and society. The Center’s in-house clinics and educational programs provide legal representation to low-income communities in the areas of children’s rights, public health entitlements and non-profit economic development, as well as legal ethics education and professional training to the Law School, University and Florida business, civic and legal communities. The Center observes three guiding principles: 1) interdisciplinary collaboration; 2) public-private partnership; and 3) student mentoring and leadership training. The goal of the Center is to educate law students to serve their communities as citizen lawyers. See <http://www.law.miami.edu/center-for-ethics-and-public-service/?op=0> for further information about the Center’s various programs.

**B. Law Firm Split Summers**

Several law firms have instituted programs that enable law students to work part of the summer with a law firm and part of the summer with a public interest organization, with the firm paying the students’ salaries for the entire summer. These opportunities allow students to explore two types of legal settings and demonstrate the firm’s strong commitment to *pro bono* work. The Yale Law School Career Development Office generously maintains a list titled “[Firms Sponsoring Split Public Interest Summers](#)” and makes the list available to the general public. If you are interested in applying for this type of program, see:

[http://www.law.yale.edu/studentlife/cdoadvice\\_firmssponsoringsplitsummers.htm](http://www.law.yale.edu/studentlife/cdoadvice_firmssponsoringsplitsummers.htm).

## V. HOW CAN I AFFORD TO DO PUBLIC INTEREST WORK AFTER I GRADUATE?

There are many different types of jobs in the public sector and the salaries vary, depending upon the position, the location and the actual job. Though public sector jobs tend to pay lower than private sector jobs, it is possible to afford a career in the public interest sector. You should speak with your financial aid advisor at the beginning of your law school career and let him or her know your goals so that you can plan accordingly. Once you accept a public interest job, the financial aid office will speak with you about consolidating your loans and different repayment options. Remember, if you live like a law student while in school, it is easier to live like an attorney when you graduate!

In addition to staff attorney positions in public sector agencies, many foundations offer prestigious public interest fellowships to graduating law students, judicial clerks and other attorneys seeking entry-level positions. Generally, a fellowship is a unique opportunity to develop expertise in a specific area of public interest law by identifying a need in a particular community and then striving to meet it through a legal project. In addition, fellowships enable new attorneys to work at leading public interest organizations that typically hire more experienced attorneys. Fellowships usually fund attorneys for two or three years and some offer loan repayment assistance.

Before submitting a fellowship application, you should meet with the CDO's public interest career advisors, who can offer helpful feedback, put you in touch with past fellowship recipients and arrange a mock interview session.

For more information and additional listings, refer to the fellowship corner at <http://www.psjd.org/>. Moreover, Paula Nailon, Rob Kaplan and Beth Kirch's "*Finding and Funding International Public Service Opportunities*" is also available online at [http://www.nalp.org/assets/142\\_intpsopps.pdf](http://www.nalp.org/assets/142_intpsopps.pdf). In addition, you may view "*Harvard Law School Public Interest Job Search Guide*" and "*Yale's Comprehensive Fellowship Guide – the Ultimate Resource for Law Students and Lawyers*" (both available in the CDO). Note that opportunities to work in federal and state agencies are covered in detail in the "*Government Honors and Internship Handbook*" referenced above and also available in the CDO and online. Below is a sample of some of the more widely-known, post-graduate fellowship opportunities:

- **Equal Justice Works** offers two-year fellowships for recent law graduates and experienced attorneys who, in conjunction with a non-profit host organization, launch an effective, creative project on behalf of low-income and other needy communities. Equal Justice Works requires the host organization to set a fellow's salary to be commensurate with that of an entry-level attorney (or attorney with similar experience). Equal Justice Works' fellowship applications are usually due in early September or during the student's third year of law school. Equal Justice Works also offers loan repayment assistance for qualifying fellows. The 2014 UM Law EJW Fellow is Charlotte Joseph Cassel. You may read more about her at <http://www.equaljusticeworks.org/node/80945>. See <http://www.equaljusticeworks.org/post-grad> for more information regarding the Equal Justice Works fellowships.

- **Echoing Green** offers a two-year fellowship with a stipend that serves as seed money to start a new public service organization or an independent project. The proposed project must be the original idea of the applicant and may be in any public service area including the environment, arts, education, health, youth service and development, civil and human rights, community and economic development. Applicants must be determined to initiate social change and demonstrate the ability to effectively lead a project. These applications are usually due toward the end of the fall semester of the third year of law school. Past University of Miami School of Law fellowship recipients include Virginia Coto, David Daniels, Caryn Lubetsky, Cris Navarro and Carolyn Salisbury. See <http://www.echoinggreen.org/fellowship> for more information.
- **The Skadden Fellowship Program** funds Skadden Fellows annually for a one-year term with the expectation of renewal for a second year. Fellows create their own projects and work through a host 501(c)(3) organization. Skadden provides fellows with a salary, in addition to loan repayment assistance. This fellowship strongly considers the applicant's academic achievement, as well as public interest commitment and project proposal. Application are usually due in early October. University of Miami School of Law graduate Solangel Verde was awarded a Skadden Fellowship. For more information, see <http://www.skaddenfellowships.org/application>.
- **The Soros Foundation** offers a variety of fellowships dealing with different issues. Interested students should take a look at the foundation's website at <http://www.soros.org/grants> to view the many options available there and for more information.

## VI. RESUME AND COVER LETTER

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Your resume and cover letter should strongly emphasize your past community involvement and public service work, ranging from volunteering with a human rights organization to working with Big Brothers/Big Sisters of America. Unpaid positions may be included in your resume under "Experience" rather than "Employment." Your cover letter should explain your commitment to the particular agency's cause and your related background, if any. For example, if you are applying to work with the domestic violence division of a legal aid agency, you might mention that you spent a summer volunteering at a battered women's shelter and that you are currently taking a family law course.

If you do not have any experience with community or public service work, now is the time to get involved – both during the school year and the summer. Most public interest employers look for a serious commitment to public interest work before hiring an intern or a law clerk. However, HOPE and many other student groups offer numerous and varied opportunities to do community work. In addition, the CDO and the HOPE office can help you locate a public interest summer internship. Don't wait! The more experience you are able to obtain, the easier it will be for you to decide what it is you want to do and to make connections to the particular community in which you want to work.

For more information about drafting effective resumes and cover letters, see the resume and cover letter samples set forth in Appendices 1 and 2 of this guide; refer to the CDO's Resume Guide and Cover Letter Guide (available on its website and Resource Room); and, of course, meet with your CDO advisor.

## **VII. PRO BONO IN LAW FIRMS**

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Many of you may hope to practice in a law firm setting but also desire to do *pro bono* work. The American Bar Association sets forth a lawyer's *pro bono* responsibility in Model Rule 6.1, which encourages lawyers to render at least 50 hours of *pro bono* services per year without fee to: 1) persons of limited means; or 2) non-profit, governmental, civic, community or religious organizations in matters related to the needs of the poor. As you interview, be aware that your willingness to ask questions about a firm's commitment to *pro bono* work can motivate firms to improve their *pro bono* programs.

The following are **sample interview questions** you may ask to evaluate a firm's commitment to *pro bono* work:

1. If the firm has a billable hours requirement, does *pro bono* work count toward the billable hours?
2. How does *pro bono* work factor into compensation, performance reviews and partnership decisions?
3. Does the firm have a written *pro bono* policy?
4. Does the firm have a structured *pro bono* program?
5. Does the firm have a *pro bono* coordinator? If so, is he or she an attorney?
6. What percentage of lawyers in the firm did *pro bono* work last year?
7. Do partners supervise *pro bono* work?
8. How does the firm decide which *pro bono* cases they will accept?

## APPENDIX 1

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### SAMPLE COVER LETTER

#### **Sarah Advocate**

234 Hurricane Lane  
Coral Gables, Florida 33146  
(305) 222-1111  
[sadvocate@students.law.miami.edu](mailto:sadvocate@students.law.miami.edu)

September 1, 2015

Dorothy Night, Esquire  
End Homelessness Project  
456 Montrose Avenue  
San Antonio, Texas 77000

Dear Ms. Night:

I am a first-year student at the University of Miami School of Law and I am interested in working with your agency this summer. I believe that my academic and professional background, coupled with my strong interest in issues dealing with homelessness, would enable me to effectively contribute to your organization.

I have had a longstanding commitment to the plight of the homeless in underrepresented communities. As an undergraduate at the University of Southern California, I regularly volunteered at local homeless shelters and soup kitchens. In fact, my desire to effect change on a larger scale on behalf of the homeless prompted my decision to attend law school where I have maintained my focus on public interest law. Currently, I am President-Elect of the Public Interest Law Group and volunteer as an Intake Coordinator for Camillus House, Miami's homeless shelter.

I have excelled in my first-semester coursework, earning an A- in Legal Research. Also, I am presently enrolled in a *Homelessness and the Law* seminar. Our class has studied the groundbreaking litigation your agency spearheaded in Smith v. City of San Antonio and I am eager to apply my research and writing skills to your agency's litigation work.

I have enclosed my resume for your review. I plan to be in the San Antonio area during the week of March 15<sup>th</sup> and would greatly appreciate the opportunity to meet with you. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Sarah Advocate  
Enclosure (1)

## APPENDIX 2

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### SAMPLE RESUME

### Sarah Advocate

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234 Hurricane Lane, Coral Gables, FL 33146 • (305) 222-1111 • [sadvocate@students.law.miami.edu](mailto:sadvocate@students.law.miami.edu)

#### **EDUCATION:**

##### **University of Miami School of Law, Coral Gables, Florida**

Juris Doctor Candidate, May 2015

GPA: 3.2/4.0

Honors: Miami Scholars Public Interest Scholarship; American Jurisprudence Book Award: Constitutional Law, Dean's List

Activities: HOPE (Helping Others Through *Pro Bono* Efforts): No Place For Hate Committee, Books and Buddies Project, Canes Carnival; Florida Law Women; Phi Alpha Delta

##### **University of Central Florida, Orlando, Florida**

Bachelor of Arts in History, *magna cum laude*, May 2010

Minor: Education

GPA: 3.9/4.0

Honors: Dean's List (all semesters); Dean's Scholarship

Activities: Big Brothers/Big Sisters of America; Student Government Senator; Tennis Team

#### **EXPERIENCE:**

##### **Teach For America – Hialeah High School, Hialeah, Florida**

Teacher, June 2010 – June 2011

Worked as an English teacher for ninth grade students, including Advanced Placement level students. Remained an additional year after successful completion of the two-year commitment. Developed a classroom management system to control behavior. Created a comprehensive curriculum linked to state standards.

##### **Miami-Dade County School System, Miami, Florida**

Substitute Teacher, May 2009 – June 2010

Worked as a substitute teacher in various middle and high schools throughout Miami-Dade County. Taught English and Social Studies.

##### **Domestic Violence Intervention Center, Orlando, Florida**

Student Volunteer, September 2008 – May 2009

Performed intake interviews of women suffering domestic abuse. Assisted in monitoring anger management groups for men. Presented lectures to high school students on domestic/dating abuse. Assisted with record-keeping and follow-up telephone calls.

#### **LANGUAGES:**

Fluent in Spanish. Proficient in French and Creole.

## APPENDIX 3

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### HELPFUL WEBSITES:<sup>1</sup>

#### General Public Interest and Job Search Sites

*Columbia Law School's Center for Public Interest Law:*

[http://www.law.columbia.edu/center\\_program/public\\_interest/career](http://www.law.columbia.edu/center_program/public_interest/career)

*Yale Law School Public Interest Careers:*

[http://www.law.yale.edu/documents/pdf/CDO\\_Public/CDO\\_PI\\_Careers\\_Public.pdf](http://www.law.yale.edu/documents/pdf/CDO_Public/CDO_PI_Careers_Public.pdf)

*Yale Law School Public Interest Fellowships:*

[http://www.law.yale.edu/documents/pdf/CDO\\_Public/CDO\\_Fellowships\\_I\\_Public.pdf](http://www.law.yale.edu/documents/pdf/CDO_Public/CDO_Fellowships_I_Public.pdf)

*Yale Law School's Career Development Office Guides:*

<http://www.law.yale.edu/studentlife/CDOGuides.htm>

*Equal Justice Works:*

<http://www.equaljusticeworks.org/>

*Foundation Center:*

<http://foundationcenter.org/>

*Good Works:*

<http://www.goodworksfirst.org>

*University of Miami School of Law's HOPE (Helping Others through Pro Bono Efforts):*

<http://www.law.miami.edu/hope/>

*The Idealist:*

<http://www.idealist.org>

*National Fair Housing Advocate:*

<http://www.fairhousing.com/>

*National Organizers' Alliance:*

<http://noacentral.org/page.php?id=89&jobid=r>

*Philanthropy News Digest:*

<http://www.philanthropynewsdigest.org/jobs>

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<sup>1</sup> This is not a comprehensive list of all legal resources available on the Internet. Additional web research regarding your specific topic of interest is strongly recommended. The CDO is not responsible for, and does not control or monitor, the content or the accuracy of the information presented within the sites listed. In addition, the inclusion of sites in this list does not constitute an endorsement by the University of Miami School of Law or the CDO.

**PSJD:**

<http://www.psjd.org>

**United Nations:**

<http://www.unsceb.org/directory>

### **Children's Advocacy**

**ABA Center on Children and the Law:**

[http://www.americanbar.org/groups/child\\_law.html](http://www.americanbar.org/groups/child_law.html)

**Children's Defense Fund:**

<http://www.childrensdefense.org>

**National Center for Children and Poverty:**

<http://www.nccp.org/>

**National Center for Youth Law:**

<http://www.youthlaw.org>

### **Civil Liberties**

**American Civil Liberties Union:**

<http://www.aclu.org>

**Department of Justice – Civil Rights Division:**

<http://www.usdoj.gov>

### **Consumer Law**

**Better Business Bureau:**

<http://www.bbb.org>

**Public Interest Research Group:**

<http://www.uspirg.org/>

### **Criminal/Public Defender**

**Broward County Public Defender:**

<http://www.browarddefender.org>

**Miami-Dade County Public Defender:**

<http://www.pdmiami.com>

**National Legal Aid and Defender Organization:**

<http://www.nlada100years.org/>

***Palm Beach Public Defender:***  
<http://www.pd15.state.fl.us>

## **Environment**

***Center for Environmental Citizenship:***  
<http://www.envirocitizen.org>

***Environmental Jobs and Careers:***  
<http://www.ecoemploy.com>

***Environmental News Network:***  
<http://www.enn.com>

***GreenBiz – The Resource Center on Business, the Environment, and the Bottom Line:***  
<http://www.greenbiz.com>

***Natural Resources Defense Council:***  
<http://www.nrdc.org>

## **Human Rights**

***The American Society of International Law:***  
<http://www.asil.org>

***CARE USA:***  
<http://www.care.org>

***Derechos:***  
<http://www.derechos.org/nizkor/eng.html>

***Human Rights Blog:***  
<http://blog.amnestyusa.org/>

***Human Rights Educators USA:***  
<http://www.hreusa.net/>

***Human Rights First:***  
<http://www.humanrightsfirst.org/about>

***Human Rights Internet:***  
<http://www.hri.ca>

***Human Rights USA Resource Center:***  
<http://www.hrusa.org>

**Human Rights Watch:**  
<http://www.hrw.org/jobs/>

## **International<sup>2</sup>**

**American Bar Association Rule of Law Initiative:**  
[http://www.americanbar.org/advocacy/rule\\_of\\_law.html](http://www.americanbar.org/advocacy/rule_of_law.html)

**American Society of International Law:**  
<http://www.asil.org>

**Association for Women's Rights in Development (AWID):**  
<http://www.awid.org/Get-Involved/Jobs>

**Center for Constitutional Rights:**  
<http://www.ccrjustice.org>

**Center for International Environmental Law:**  
<http://www.ciel.org/>

**Center for Reproductive Rights:**  
<http://www.reproductiverights.org/>

**Communication Initiative Network:**  
<http://www.comminit.com/global/spaces-frontpage>

**DevNet Jobs:**  
<http://www.DevNetJobs.org>

**Foreign Policy Association:**  
[http://www.fpa.org/great\\_decisions/?act=gd\\_materials](http://www.fpa.org/great_decisions/?act=gd_materials)

**Global Rights – Partners for Justice:**  
[http://www.globalrights.org/site/PageServer?pagename=wwcd\\_index\\_44](http://www.globalrights.org/site/PageServer?pagename=wwcd_index_44)

**International Center for Transitional Justice:**  
<http://www.ictj.org/>

**International Committee of the Red Cross:**  
<http://www.icrc.org/eng/index.jsp>

**International Criminal Tribunal for the Former Yugoslavia (United Nations):**  
<http://www.icty.org/>

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<sup>2</sup> This section is derived from a NYU School of Law Public Interest Law Center publication.

**International Crisis Group:**  
<http://www.crisisgroup.org/en/>

**International Rescue Committee:**  
<http://www.rescue.org/>

**Pambazuka News:**  
<http://pambazuka.org/en/category/jobs/>

**PAE-REACT:**  
<https://www.pae.com/career-react>

**One World:**  
<http://oneworld.org/>

**Open Society Foundations:**  
<http://www.opensocietyfoundations.org/about/jobs-opportunities>

**ReliefWeb:**  
<http://reliefweb.int/jobs>

**United Nations:**  
<https://jobs.un.org/Galaxy/Release3/vacancy/vacancy.aspx>  
**For information on the competitive exam, see:**  
<http://www.un.org/Depts/OHRM/examin/exam.htm>

**UN Development Program:**  
<http://www.undp.org/content/undp/en/home.html>

**UN Office of the High Commissioner for Human Rights:**  
<http://www.ohchr.org/EN/Pages/WelcomePage.aspx>

**UN Refugee Agency (UNHCR):**  
<http://www.unhcr.org/cgi-bin/texis/vtx/home>

**UNICEF:**  
<http://www.unicef.org/about/employ/>

### **Non-Profit Information**

**Nonprofit Career Network:**  
<http://www.nonprofitcareer.com>

**The Foundation Center:**  
<http://foundationcenter.org/>

*The Non-Profit Oyster:*  
<http://www.nonprofitoyster.com>

### **Policy/Political Information**

*CapitolWorks:*  
<http://www.capitolworks.com>

*Official Internet Site for the Florida Legislature:*  
<http://www.leg.state.fl.us/Welcome/index.cfm?CFID=19477956&CFTOKEN=39744629>

*People for the American Way:*  
<http://www.pfaw.org>

### **Women's Issues**

*Center for Reproductive Rights:*  
<http://reproductiverights.org/>

*Legal Momentum (formerly, N.O.W. Legal Defense and Education Fund):*  
<http://www.legalmomentum.org/>

*National Women's Law Center:*  
<http://www.nwlc.org>

## APPENDIX 4<sup>3</sup>

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### TIMELINE FOR PLANNING A PUBLIC INTEREST CAREER

#### ONGOING

- Review CDO and HOPE Calendar for events
- Build public interest credentials: student-run *pro bono* organizations, term-time and summer internships, clinics, journals, leadership in organizations
- Attend public interest career fairs. Network with employers at Table Talks
- Network and conduct informational interviews with public interest students and alumni

#### FIRST YEAR

##### **Fall**

- Attend CDO fall orientation sessions
- Register and attend Equal Justice Works Career Fair
- Expand knowledge of public interest subject areas and types of lawyering by attending educational panels
- After November 1, conduct 1L summer internship search: write resume in law school format; sign up for PSJD and read Summer Intern Reports; and meet with your advisor to discuss 1L summer and public interest career path
- After December 1, begin applying for jobs

##### **Spring**

- Continue conducting 1L summer internship search
- Attend career fairs (i.e., Student to Student, Public Interest, and Informational Career Fairs)
- Attend CDO meetings to prepare for summer internships
- Apply for all summer fellowships (i.e., HOPE Summer Fellowship and Summer Public Interest Fellowship Programs) in early spring

##### **Summer**

- Work hard to get as much experience from your internship as you can and take advantage of brown bag lunches or other educational/networking opportunities offered by employer
- Refine interests in subject area and type of lawyering
- Consider whether summer employer is potential post-graduate employer or fellowship sponsor

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<sup>3</sup> This section is derived from a NYU School of Law Public Interest Law Center publication.

## **SECOND YEAR**

### **Fall**

- Reflect on 1L internship-determine whether you want to explore new area in 2L summer or deepen prior experience
- Do personal inventory to assess your interests in subject matter and type of legal work
- Consider how 2L summer relates to post-graduate goals
- Register and attend Equal Justice Works Career Fair
- As one factor in your search, determine whether organizations have post-graduate opportunities. Do they regularly hire staff attorneys, do they have their own fellowship or have they successfully sponsored project fellowships?
- Meet with advisor to discuss long-term plans and how they relate to 2L summer
- Conduct 2L summer internship search

### **Spring**

- Finalize 2L summer plans
- Apply for all summer fellowships (i.e., HOPE Summer Fellowship and Summer Public Interest Fellowship Programs)

### **Summer**

- Work hard at summer internship, realizing that 2L summer recommendation can be crucial to post-grad job search
- If applying for fellowships, meet with an advisor

### **For Project Fellowships:**

- Educate yourself about relevant potential sponsors through PSJD and websites
- Determine whether organization you are interested in has sponsored fellows before
- Contact potential organization sponsors; solidify organization sponsorship as early as possible
- Begin drafting project proposal

### **For Other Post-Graduate Opportunities:**

- Use alumni contacts to “shadow for a day” an attorney who works in an organization you are interested in (especially good for public defender, prosecutor jobs)

## **THIRD YEAR**

### **Fall**

- Review on campus deadlines, Government Honors Handbook and PSJD fellowship information to construct personal calendar of deadlines
- Meet with advisor to plan post-grad job strategy; revise resume; draft cover letter
- Sign up to have jobs emailed to you from PSJD
- Register and attend Equal Justice Works Career Fair

### **For Project Fellowships:**

- Finalize application

**For Organization Fellowships and Government Honors Programs:**

- Network with prior fellows before finalizing application materials; prepare for interviews

**For Public Defender, Prosecutor, and Government Jobs:**

- Determine if agencies you are interested in are interviewing at On Campus Interviewing, Equal Justice Works Fair in Washington, D.C., or if you need to apply directly

**Spring/Summer**

- Apply for fellowships with spring deadlines
- Apply for non-fellowship jobs that post announcements in spring and summer