Corporate Counsel Externship
Application Process

In choosing a potential externship site(s), students can review the listings in the Placement Sites document, and also, be proactive in identifying other sites. Placements must involve substantial legal work under the careful supervision of an attorney or judge. All placements must be approved by the instructor and must be finalized before a student may be enrolled in the course.

Students may apply to up to (4) externship sites, but shouldn’t feel it’s necessary to choose four. If you want to apply to more than one site, when you email your materials to the Coordinator, be sure to state in the email what your preferences are by putting them in RANK-ORDER.

The following materials should be sent via email to the Externship Coordinator by the priority deadline. Students may apply after the priority deadline, but risk that spots may have been filled.

1) Cover letter, after having reviewed it with someone in the Career Development Office. See “Cover Letter Instructions,” below, for details.
2) Current resume, after having reviewed it with someone in the Career Development Office.

Cover Letter Instructions
If you are applying for more than one externship site (up to 4), submit a SEPARATE cover letter customized for EACH site.

For Spring externships, address all cover letters to: Mr. James M. Lewis
Adjunct Professor
Notre Dame Law School
3110 Eck Hall of Law
Notre Dame, IN 46556

For Fall externships, address all cover letters to: Mr. Michael J. Hays
Adjunct Professor
Notre Dame Law School
3110 Eck Hall of Law
Notre Dame, IN 46556

In each letter, include:
(1) Information about yourself, your expected career goals, or your educational, employment or volunteer experiences that you believe would be relevant to the site for which you are applying; and
(2) Your reasons for wanting to work at that specific site, and what you hope to achieve.
(3) Note: students are strongly encouraged to refer to the CDO Cover Letter Guide; posted online.

The Faculty Instructor and Externship Coordinator will review the application materials and assess whether the placement would be a good fit for the student. The Externship Coordinator will forward the relevant cover letters and resumes to each site. The site will then get in touch directly with the students they wish to interview, and complete the placement process.

Application Priority Deadlines:
Oct 27, 2017 for Spring 2018 externships
Mar 23, 2018 for Fall 2018 externships

Externship Coordinator: Cathy Kustner, ckustner@nd.edu 574-631-9301. Questions are welcome.