

Lawyering Practice 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. All placements must be approved by the instructor and must be finalized before a student may be enrolled in the course. Students are encouraged, but not required, to discuss their externship goals and expectations with Professor Bob Jones.

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 (not the placement sites) by the priority deadline. These materials will be promptly sent to the placement sites. 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.**
- 2) Current resume, after having reviewed it with someone in the Career Development Office.**
- 3) If requested by the site, other documents, such as an unofficial transcript, writing sample.**

Cover Letter Instructions

If you are applying for more than one externship site (up to 4), submit a **SEPARATE cover letter for EACH site**. All cover letters should be addressed to: Professor Robert L. Jones, Jr.; Associate Dean of Experiential Programs; Notre Dame Law School; 3111 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 to each site the relevant cover letters and resumes. The site will then get in touch directly with the students they wish to interview, and complete the placement process.

Some Chicago-based placements require an on-line application. Students may not submit an on-line application to these sites without first submitting their materials to Cathy Kustner and obtaining prior permission.

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.