

**UNITED STATES ATTORNEY'S OFFICE
EASTERN DISTRICT OF VIRGINIA**

ALEXANDRIA OFFICE

2100 Jamieson Avenue

Alexandria, VA 22314

ATTN: Justin Fairfax for Summer 2012 Criminal Law Student Internship Applications
Yiris Cornwall for Summer 2012 Civil Law Student Internship Applications

The mission of the United States Attorney's Office for the Eastern District of Virginia is to enforce federal law and defend the United States, consistent with the priorities of the Attorney General and the United States Attorney, recognizing the value and dignity of all people and the importance of strong relationships with the members of the judicial and law enforcement communities.

Projected No. of Volunteers: 10 criminal law student interns for Summer 2012
(1-3) civil law student interns for Summer 2012

Internship Location(s): Alexandria, VA

Metro access via King Street Metro (blue and yellow lines)

Application Materials: Please submit a cover letter, resume with grade point averages for all academic work listed on resume, at least one writing sample, an official law school transcript, and 3 references who can speak to skills and abilities. **(Transcripts and grade point averages should be updated as grades are available. So, if transcripts and grade point averages are not available at time of application, please update as information becomes available.)**

Please note preference – civil or criminal, in bold, on the upper left corner of your cover letter.

Please send application packets and grade or resume updates via mail (not e-mail, and please no phone or e-mail inquiries).

Qualifications: First-year (second semester), second- and third-year law students. **Must be a U.S. citizen** and maintain a strong academic average. It is the policy of the U.S. Attorney's Office to require that a **background review** be conducted on all applicants who are hired. Therefore, it is imperative that all security forms be completed and returned in a timely fashion.

Application Deadline: **No applications will be accepted before or after the time frames announced below.**

Summer Program: December 1, 2011 to January 25, 2012.

**Inquiries/
Application
Status:**

Applicants will only be contacted by the U.S. Attorney's Office, if more information is needed or if an interview is requested. In-person interviews are required. Many, if not all, of these interviews will take place at the U.S. Attorney's Office. Further, applicants are responsible for arranging and funding their own travel and accommodations. Unfortunately, we do not conduct phone interviews. Applicants interviewed will only be contacted if an offer is extended.

For confirmation that materials have been received, delivery confirmation from postal carrier is suggested.

No phone calls please. No e-mails please. No faxes please.

**Minimum Weeks
Required:**

Summer Program: 10 full weeks, starting the day after Memorial Day.

Salary:

Volunteer (without compensation). (Credit may be given for some school programs, or public law stipends also might be available through certain school programs.) Students should contact their law school for specific intern or work-study requirements prior to applying for such a position.

Assignments:

Responsible for assisting attorneys with all facets of case preparation including: researching legal issues, drafting/writing motions and responses and various pleadings, providing trial support to attorneys, and interviewing witnesses

Web Site:

<http://www.usdoj.gov/usao/vae>

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