



Division of Social Justice
2019 Columbia Law School Fall Externship Program
Law Students - New York City
Reference No. VLS_CLS_SJX_FALL_NYC_2019

The New York State Office of the Attorney General's Division of Social Justice is offering part-time externship positions for Columbia Law School students. To learn more about the Office, please visit www.ag.ny.gov.

Applicants from diverse backgrounds are encouraged to apply. The Office is an equal opportunity employer and is committed to workplace diversity.

Applications are being received online. Applicants must be prepared to submit a complete application packet consisting of the following documents:

- ✓ **Cover Letter**
 - Please address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment.
 - If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter for **each application**, ranking those bureaus/regional offices in order of your preference.
 - Indicate in your cover letter whether there are any work-study funding or other deadlines related to your candidacy.
- ✓ **Resume**
- ✓ **List of three (3) references.**
 - Only submit professional (i.e., supervisor or professor) references.
 - Indicate your professional relationship to each reference.
 - Include contact information and email addresses for each reference.
- ✓ **Transcript**
 - Unofficial transcript is acceptable.
 - 1Ls: College transcript will not satisfy this requirement.
- ✓ **Writing Sample**

Submit any piece of legal writing that demonstrates your ability to analyze legal issues in a clear and concise manner, as well as your advocacy and grammatical skills. For example, an advisory opinion, memorandum of law in support of a motion, or appellate brief would be acceptable.
- ✓ **Failure to submit a complete application will delay the consideration of your candidacy. Applications will be accepted until the position is filled.**

If you have questions about a position with the OAG, the application process or need assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov.