



## 2025-26 Academic Year Externships for Law Students

**Placements for Academic Credit | Fall Semester Deadline is September 12, 2025\* | Spring Semester Deadline is January 30, 2026\*\***

The Office of the New York State Attorney General (OAG) has externships for course/academic credit available during the 2025-26 academic year for second and third-year day law students, as well as evening law students who have completed at least three (3) semesters. Interested law students must be receiving course credit for their work at OAG as part of an independent study, externship program, or clinical program.

OAG is seeking hardworking and talented law students who have excellent legal research and writing skills; fluency in other languages in addition to English is a plus but is not required. Applicants are encouraged to learn more about OAG bureaus and regional offices prior to submitting their applications by reviewing information that is available on the [public website](#).

### Placement Experience

- Selected law students will assist attorneys in all phases of their work.
- By conducting law-related assignments, students will be exposed to a broad range of legal work allowing them to gain valuable public interest legal experience. Assignments may include the following: writing memoranda; drafting pleadings; writing discovery requests or responses; preparing for and attending depositions, hearings, or in-court matters; interviewing clients, witnesses, and experts; assisting with investigations, case negotiations, and conducting general legal research assignments.
- In their assigned bureau/regional office, students interact regularly with attorneys who are working on innovative and impactful cases. Students benefit from a hands-on learning experience and an exciting and dynamic professional environment.
- A key objective of the program is for law students to finish their placements with a legal writing sample.

### Program Details

- **For the fall and spring programs, two placement formats are available: hybrid or remote. Please review the following for information about each format. Format availability varies by bureau and location, please see the posting table below for details.**
  - 1) Hybrid Placements:** Students report to their designated workstation two or three (2-3) days per week. On the days students work remotely, they need a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework.
  - 2) Remote Placements:** Students telecommute for the duration of their placements. On the days students work remotely, they need a reliable computer, a secure internet connection, a phone, and a sufficiently quiet and private workspace to telework.
- **At the time students receive and accept an offer, they must provide written confirmation from their schools indicating their acceptance into an externship program, a clinical program, or an approved independent study.** Additionally, this confirmation must include the following information:
  - The appropriate externship contact at their school;

- The parameters of the externship, including the employer’s responsibilities;
- The required minimum/maximum work hours to be completed by the student; and
- The number of credits the student will receive upon completion of the placement.
- Students are encouraged to commit to work part-time (approximately 15 hours/week) during regular business hours for at least a semester (10-12 weeks) or the minimum stipulated by their externship, clinic, or independent study.
- **Fall applications accepted online until September 12, 2025, and placement offers are made on a rolling basis.\***
- Students hired for the **fall** may begin their placements on September 3, 2025, or after.
- **Spring applications accepted online until January 30, 2026, and placement offers are made on a rolling basis.\*\***
- Students hired for the **spring** may begin their placements on January 21, 2026, or after.
- United States (U.S.) citizenship and New York state residency are not required, but applicants must be eligible to be employed in the U.S.

*Candidates from diverse backgrounds are encouraged to apply.  
The OAG is an equal opportunity employer and is committed to workplace diversity.*

## How to Apply

The following section provides detailed information about the application process and application requirements. Please review the complete list of instructions prior to preparing and submitting your application materials online.

- Applications for externships must be submitted online. To apply, please click visit [ag.ny.gov/job-postings/law-students](https://ag.ny.gov/job-postings/law-students)
- Applications are submitted separately for each bureau/regional office, and an applicant’s candidacy for each application is determined separately by each bureau/regional office.
- **Please limit your application submissions to five (5) total across all bureaus/regional offices for each semester.**
- Fall applications accepted online until **September 12, 2025**, and placement offers are made on a rolling basis.\*
- Spring applications accepted online until **January 30, 2026**, and placement offers are made on a rolling basis.\*\*
- **The following four (4) documents are required for each application that is submitted:**

*Your documents should reflect your own thoughts/work product in text that was written by you.*

### 1. Cover Letter

- You may address your letter to the Legal Recruitment Unit.
- Indicate why you are interested in a placement with OAG and what makes you a strong candidate.
- You may wish to include information about what life experiences you will bring to the placement that will enhance OAG’s ability to better serve the diverse population of this state.
- If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter with each application, ranking those bureaus/regional offices in order of your preference.
- Please indicate your format preference: hybrid or remote. *Please be advised some bureaus/regional offices may offer only hybrid placements. Please check the posting table above for details.*

### 2. Resume

- Ensure your resume is complete and current prior to submitting your application.

### 3. List of three (3) references.

- Submit only professional (i.e., supervisor or professor) references.
- For each reference, indicate the nature and duration of your relationship.

- Include contact information and email addresses for each reference.
- Please note that your references will not be contacted until after you interview for the placement.

#### **4. Legal Writing Sample**

- Submit a paper completed for school or a writing sample that was prepared for a job or during an internship/externship.
  - The writing sample should show you can analyze legal issues in a clear and concise manner. Also, the sample should highlight your advocacy and grammatical skills.
  - The writing sample should be between five and ten (5-10) pages long, not including the cover page.
  - If you choose to provide an excerpt from a longer document, you must include a cover page indicating the following:
    - a) Why you are choosing to submit this section of the document.
    - b) Provide the reader with any relevant context needed to understand how the excerpted section relates to the document as a whole.
    - c) Indicate who edited your sample, how many drafts were made, and whether you are the sole author of the document.
- Failure to submit a complete application will delay the consideration of your candidacy.
  - Once submitted, you will not be able to access or edit your application. Therefore, we strongly encourage you to have someone review/proofread your documents ahead of submitting your application online.
  - Please submit your application for a placement at least three (3) weeks before any deadlines that could impact your candidacy and note this in your cover letter.
  - If a bureau/regional office wishes to schedule an interview, they will contact you directly to arrange this meeting.

**If you have questions about a placement with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov).**