

## **SUMMER INTERNSHIP TIPS**

1. Find a law firm that's interested in taking an undergraduate intern. One can certainly send a resume to every law firm in town.
2. One needs to have network. The first step to finding an internship is letting friends know that you're looking for one
3. One might find that you have more luck securing an internship with a small firm. A firm with only one or a few lawyers may be eager to have the help. Smaller firms tend to be less formal and rigid.
4. One's school's career center may also have some ideas about it. They might know of local attorneys who are eager to work with interns.
5. Start applying at least 3-4 months prior and if you are a non-NLU student, try to apply for the non-internship season. There are some months when law firms hardly get any application for internships. This is the best time to intern, provided you can manage holidays from your college.
6. Although many firms either will not respond or will outright reject your internship application, some will ask for an interview. Before your interview, research thoroughly the firm, its clients, the practice areas, and the lawyers with whom you will be meeting. Be prepared to speak intelligently as to why you want to intern with that firm specifically, and how your experience and interests will add value to the firm.
7. The more your resume or CV shows that you're involved with the law, the more likely you're going to be selected. Include your resume with all legal experiences.
8. Make a convincing cover letter of CV. HR will only bother to see your CV if your cover letter is good enough to make him consider you.
9. Find mentors. Co-workers, managers, colleagues ... look around and find people who share similar values and whom you admire.
10. As a legal intern, you will probably receive negative feedback or make a mistake or two while you broaden your practical skills. Maintain your dignity when facing criticism or disappointment.