Other Potential Internship Settings:

- ACLU of Illinois Legal Internships
  http://www.aclu-il.org/aboutus/intern.shtml
- Chicago-Kent PLUS Program
  http://www.kentlaw.edu/adm/plus/
- Georgetown Law Investigative Internships
  http://www.law.georgetown.edu/clinics/cjc/iip.html
- Sierra Club Environmental Law Internships
  http://www.sierraclub.org/careers/
- Washington Internship Institute
  http://www.wiidc.org/d/
- American Society of International Law, Internships in International Law
  http://www.asil.org/internships.cfm
- Public Interest Research Group Internships (PIRG)
  http://jobs.uspirg.org/
- Democratic Congressional Campaign Committee:
  http://dccc.org/pages/internships/
- National Republican Congressional Committee:
  http://www.nrcc.org/
- Advocacy Organization:
  http://www.worldadvocacy.com/
- Nonprofit Directory
  www.guidestar.org
- Idealist: National non profit internship/jobs site
  www.idealist.org
- CELO
  http://www.abanet.org/cleo/whatis.html

General Internship/Career Resources

- Cougarjobs.com (online resume/job listing database)
  http://www.cougarjobs.com
- Internship Programs
  www.internshipprograms.com
- Careerbuilder
  www.careerbuilder.com
- Monster
  www.college.monster.com
- Indeed
  www.indeed.com
- InternMatch
  http://www.internmatch.com/internship-categories
- After College
  http://www.aftercollege.com/

Alumni Career Network

With the Alumni Career Network, powered by www.cougarjobs.com, students have easy access to jobs, internships, career resources and alumni contact information. For more information, contact Jean Riordan at (773) 298-3135 or email at riordan@sxu.edu.

Internships and Resources for Pre-Law and Law School Admission

If you've picked up this handout, you're already moving in the right direction towards finding a great internship or planning to attend law school! Internship and law school information searches can be tough, especially if you don't know where to start. The Office of Career Services wants to assist you in starting off on the right foot because substantive work experience and advanced education allows you to:

- Contribute to the work of an organization and have something impressive to write about on a resume.
- Explore an organization and profession, and get one step closer to answering the BIG question: “What am I going to be when I grow up?”
- Enhance your skills, expand your knowledge, and develop increased confidence that yes, you can be successful in the world of work.
- Meet and develop relationships with professionals who often become mentors, role models, and friends. This is sometimes called networking—a scary term for an otherwise simple concept.

Complement your Saint Xavier University degree with workplace learning and experience through an internship, and learn the in’s and out’s of the law school application process with Career Services.

Career Services
Saint Xavier University
Modular (behind Pacelli Hall)
(773) 298-3131
www.sxu.edu Keyword: Career
“Like” us on Facebook: SXU Career Services
**Tips for a Successful Search**

- Define your goals.
  Where do you want to be? What skills do you want to acquire? What area would you like to “test-drive” to see if you like it? Develop a list of criteria. Saying, “I’ll do anything” actually limits your options; employers want applicants who understand their strengths and have specific goals.
  **Plan to spend time each week on your search.**
  Like a class, it’s easier and more effective to do a little each week than to cram at the end of the quarter. Likewise, if you send five applications in a week but then sit around and wait to see what happens you may lose valuable time and miss other opportunities.

- Research and identify opportunities (also see resource list at the end).
  There are two ways to find opportunities: A) You can search advertised listings, and B) You can be proactive and approach employers that interest you. Many opportunities are never advertised; rather than advertise jobs and receive hundreds of resumes, employers hire the students who take the initiative to contact them. It’s best to spend time on both approaches described above.

- Prepare and submit application materials.
  Employers and schools have specific requirements; following instructions is key. You may be asked to complete an application form, or submit a resume, a cover letter, a transcript, a list of references, a letter of recommendation, essay answers to specific questions, or samples of your past work. Always send a cover letter, unless it specifies otherwise.

- Keep records and follow up.
  Many employers say that students who follow up on an application increase their chances of being interviewed. Employers want to know that you’re interested in them. Call. Typically, the best time to follow up is a few days to a week after you think they have received your application. If at all possible, don’t leave a message. Keep calling at different times until someone picks up.

- Interview effectively.
  Do you know your resume backwards and forwards? Have you practiced sharing examples of your experiences? Have you researched the organization? Can you convince someone you’re interested in that organization and prove that you are qualified for the job? Career services staff can provide suggestions and strategies to help you interview with confidence and competence.

- Make the decision that is right for you.
  There isn’t one best internship or law school... To be honest, a lot of the benefits lie not in the place, but in what you do with your time there. You’ll want to consider numerous factors, including location, housing options, costs, the environment, your internship supervisor, your responsibilities, and more. Career services staff can assist you in weighing all of your options.

**Getting Started: Information on Law School and Legal Careers**

- Law School Admission Council: [http://www.lsac.org](http://www.lsac.org)

**University of Chicago Career Advising and Planning Services – Careers in Law:**
[https://caps.uchicago.edu/resourcecenter/law.html](https://caps.uchicago.edu/resourcecenter/law.html)

**Indiana University Health Professions and Pre-Law Center:  Where do you want to be? What skills do you want to acquire? What area would you like to “test-drive” to see if you like it? Develop a list of criteria. Saying, “I’ll do anything” actually limits your options; employers want applicants who understand their strengths and have specific goals. Plan to spend time each week on your search.**

- LSAT Preparation:
  - [http://www.lsac.org/jd/default.asp](http://www.lsac.org/jd/default.asp)
  - [http://www.princetonreview.com](http://www.princetonreview.com)
  - [http://www.kaplan.com](http://www.kaplan.com)

- Personal Statement/Interview:
  - [http://www.admissionessays.com](http://www.admissionessays.com)
  - [http://www.essayedge.com](http://www.essayedge.com)
  - [http://www.gettingtogradschool.com](http://www.gettingtogradschool.com)
  - [http://www.ivyleagueadmission.com](http://www.ivyleagueadmission.com)

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**Federal, State, and Local Law Links**

- Official Site of Illinois Courts: [http://www.state.il.us/court/](http://www.state.il.us/court/)
- State of Illinois Circuit Court of Cook County: [http://www.cookcountycourt.org/](http://www.cookcountycourt.org/)
- Cook County State’s Attorney’s Internships: [http://www.statesattorney.org/index2/clerkprogramfaqs.html](http://www.statesattorney.org/index2/clerkprogramfaqs.html)
- Legal Assistance Foundation of Metropolitan Chicago: [http://www.lafchicago.org/](http://www.lafchicago.org/)
- Cook County Clerk of the Circuit Court: [http://cookcountyclerkofcourt.org/](http://cookcountyclerkofcourt.org/)
- Will County Clerk of the Circuit Court: [http://willcountycircuitcourt.com/](http://willcountycircuitcourt.com/)