



MONROE COUNTY DISTRICT ATTORNEY'S OFFICE  
INTERNSHIP APPLICATION MATERIALS  
47 S. Fitzhugh St Rochester, NY 14614

1) Updated resume including all part-time/ full-time jobs, school accomplishments and statuses, volunteer work, etc.

2) Cover letter tailored specifically to an internship at the DA's Office including the following:

- Where did you hear of this internship?
- Why do you want to intern here?
- Are you receiving a stipend or credit for this internship?
- After researching information about the office- what are your top 2 bureaus in which you are interested in and why would you be an asset to that particular bureau?
- What other time commitments will you have during your time here if you were granted an internship here- jobs, volunteering, school, etc.? To what extent? (Hours at the various time commitments, time of day, etc.)
- What hours/ days would you work here? What are your future plans? (Law school, law enforcement, etc.)

3) If already signed up for classes- include a copy of your class schedule for the time you wish to intern during.

4) An unofficial copy of your transcript for the level of education currently enrolled in.

**We are currently accepting applications for Spring and Summer 2027. The Fall 2026 Application process is now closed.**

Internship Coordinator  
Monroe County District Attorney's Office  
[oliviaphillips@monroecounty.gov](mailto:oliviaphillips@monroecounty.gov)  
47 South Fitzhugh Street Rochester, NY 14614  
(585) 753-4630  
\*e-mail is the preferred method of contact