

MONROE COUNTY DISTRICT ATTORNEY'S OFFICE
INTERNSHIP APPLICATION MATERIALS

1. Resume

An updated resume that includes:

- Educational background
- Employment history
- Academic achievements & honors
- Volunteer and community service experience
- Extracurricular activities
- Any other relevant experiences or skills

2. Cover Letter

Cover letters should be approximately 1 page in length and **must be tailored specifically to the Monroe County District Attorney's Office (MCDA)**, and address the following:

- Why are you interested in interning with MCDA?
- How did you learn about this opportunity?
- Will you be receiving academic credit, a stipend, or neither for this internship?
- After reviewing the descriptions of our bureaus, which **two bureaus** are you most interested in, and **why**?
- What qualities, experiences, or skills would make you a strong addition to your preferred bureau(s)?
- What other commitments will you have during the internship (employment, coursework, extracurricular activities, volunteer work, etc.)?
- What is your anticipated availability and ideal internship schedule?
- What are your long-term educational or career goals (law school, prosecution, private practice, law enforcement, victim advocacy, or another profession)?
- What do you hope to gain most from this experience?

3. Transcript

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

4. For Law School, Undergraduate and Graduate Students only

Please submit a writing sample, that demonstrates your research, analytical and writing abilities.

Law students: A legal writing sample (5–10 pages) is preferred, such as a memorandum of law, appellate brief, motion, or other legal writing assignment. All confidential or identifying information must be removed.

Undergraduate and graduate students: You may submit a research paper, analytical essay, policy paper, or another sample that demonstrates your writing and critical thinking skills.

Internship Coordinators
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