



***The Southern Public Defender Training Center
Summer Law Clerk Application***

An opportunity to work closely with public defenders in the South

*Our mission is to inspire, mobilize and train legal professionals
to provide the highest quality legal defense representation
to people unable to afford an attorney.*

We look forward to receiving your application for a Law Clerk Position with the Southern Public Defender Training Center and the public defender offices we serve. Although, most of our clerkships are **unpaid** positions; they provide an excellent experience in a professional setting for students and recent graduates. You will have an opportunity to work closely with southern public defenders that have been through the SPDTC training program. We also offer a unique two-day orientation training program for all SPDTC Law Clerks, which takes place in Atlanta, Georgia.

Please review the following information and email your **completed application, resume, cover letter, Personal Statement, two letters of recommendation, and unofficial transcript** to **jthompson@thespdtc.org**. Your cover letter and personal statement are key components in achieving a meaningful clerkship experience:

- They provide an opportunity to elaborate upon details that are usually just listed in a resume.
- They demonstrate written communication skills and style.
- They allow a more in-depth discussion of career goals, personal interests, academic accomplishments, community involvement, etc.
- They assist SPDTC staff in matching applicants with clerkship opportunities that complement individual career and academic goals.

When preparing your letter of interest or cover letter, consider the following options:

- Visit the SPDTC's website at www.thespdtc.org for insight into the program and our organizations vision, mission and values.
- Keep the letter's content and format professional as you demonstrate your individual writing style and introduce yourself to the reader.
- Discuss career and academic goals and personal interests.
- Share your expectations of the internship experience, including what you'd like to accomplish; what issues/projects/assignments are of particular interest; and what skills, knowledge and expertise you hope to gain.

Additional information that **MUST** be included in your application material (Please list in your cover letter/letter of interest, resume and/or in a supplemental page):

- Computer skills (be specific)
- Prior relevant experience or volunteer work
- Expected graduation date and GPA
- Approximate date (or dates) that you can start the clerkship
- Preferred duration of clerkship (how many months?)
- Will you receive academic credit through your college/university for the clerkship?
- Personal Statement (please limit to 1,000 words) "Why I am interested in working in a southern public defender office.

For more information:

Please Contact: Jewel Thompson, Program Assistant at jthompson@thespdtc.org or 404-525-4505.

Applicant Data

To be considered for the first round of applicant selections please submit a completed application with the required supplemental material by December 16th by 5pm (ET). Applications submitted after this date, are due March 1st. Letters of recommendations must be submitted in a sealed envelope. We will not consider late or incomplete applications.

Name _____

Home Address _____

City _____ State _____ Zip _____

Phone _____ Home E-mail _____

Race/Ethnicity (Optional: This helps us maintain our goal of a diverse group): _____

Do you require special accommodations? (Wheelchair accessibility, hearing impaired, etc.): _____

Have you applied to this program before? _____ Year _____

How did you learn about SPDTC?

- Former Law Clerk Participant
- Recruitment Fair: D.C. NY GA CA
- Website
- Career Services
- Other: _____

Have you been an intern for other public defender offices, and if so, which ones?

Education

SPDTC selects defenders with diverse educational backgrounds. Please list all schools attended beginning with your undergraduate degree. Include military training, trade or technical school, GED completion, college, law and any other graduate degrees. In addition, please list any future educational goals.

COLLEGE

Name _____ Location _____

Years completed _____ Major & Degree _____

LAW SCHOOL

Name _____ Location _____

Years completed _____ Major & Degree _____

OTHER EDUCATIONAL INSTITUTIONS

Name _____ Location _____

Years completed _____ Major & Degree _____