



## GETTING READY FOR A CLERKSHIP – A CHECKLIST

It's never too early to start preparing for a clerkship - here's what you need to know!

### APPLICATION REQUIREMENTS

A typical clerkship application includes the following items.

Cover letter – Resume - Transcript – Writing Sample – Letters of Recommendation

### STEPS TO TAKE NOW

1. **Study!**

Academic achievement is important, as is a well rounded legal education.

2. **Get to know one or more professors.**

You will need 2-3 letters of recommendation, depending on the court. Typically, at least one must be from a law professor who knows you and your abilities. Getting an “A” in a class is not enough – you must cultivate a relationship with a professor so s/he can write about your abilities in some detail.

3. **Become a great legal writer.**

If you are not a good writer, take an advanced legal writing course! Don't leave law school without this important skill.

4. **Think ahead about a writing sample.**

All applications require at least one writing sample. The vast majority of clerkships require one unedited piece of legal writing. This writing sample should be a sophisticated piece of legal research. It should not be your first year LPS memo – your writing has improved significantly since then! See page 10 of the Judicial Clerkship Guide for specific guidance. <http://law.suffolk.edu/offices/career/handouts/documents/judicialclerkshipguide.pdf>

5. **Pay attention to course selection.**

This is particularly important for courts of limited jurisdiction, but important overall. Interested in bankruptcy? Take a bankruptcy course. Pursuing a federal clerkship? Consider Federal Courts. Consult with a faculty member for additional information.

6. **Participate in a journal or other competition that involves writing.**

Courts look favorably on journal experience. Not on a journal? Look for other research and writing experiences. See #7.

7. **Develop a professional resume.**

Good grades are not enough. You must also have professional legal experience on your resume. Intern for a judge. Work part-time for a law firm, government agency or public interest organization. Become a research assistant for a professor. Make sure to get research and writing experience on the job.

8. **Start thinking about where you wish to apply for clerkships. Expand your geographic horizons!**

State supreme courts and other state appellate courts often have deadlines as early as spring of your 2L/3LE year. Here are a few examples.

- Maryland Court of Appeals (state's highest court)- early spring of your 2L year
- Oregon Supreme Court – spring of your 2L year (last year's deadline was 4/25)
- Supreme Court of Rhode Island – start accepting in late March of your 2L year

Research state trial and appellate court clerkships with *The Guide to State Judicial Clerkships* There is a copy in the CDO library and online.

[http://www.vermontlaw.edu/Resources/Judicial\\_Clerkship\\_and\\_Internship\\_Resources.htm](http://www.vermontlaw.edu/Resources/Judicial_Clerkship_and_Internship_Resources.htm)

Click on "Access the Guide"

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Most federal clerkships have a uniform application deadline in early September of your 3L/4LE year. To research federal judges, go to <https://oscar.uscourts.gov>. See the Judicial Clerkship Guide on the CDO's website for information on other federal specialty courts that are not on OSCAR.

<http://law.suffolk.edu/offices/career/handouts/documents/judicialclerkshipguide.pdf>

**The General Application Rule**

**Do not apply anywhere you would not go for an interview.**

**Do not interview anywhere you would not accept an offer.**

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