



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.

Internship Coordinator
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Rochester, NY 14614 (585) 753-4532
*e-mail is the preferred method of contact

