

**PLEASE RETAIN THIS LETTER
FOR YOUR RECORDS.**

Dear Law Links Applicant:

Thank you for your interest in the 2010 Baltimore City Law Links Internship! Attached to this letter is the application you need to complete in order to be given consideration for the program. Please note: In addition to the application, student candidates must also include **three letters of reference, a cover letter of interest, a grade transcript, and a school attendance record.**

Contrary to what other competitive programs and jobs consider, we regard the “whole package”. Grades are NOT the most important element of your application. We give considerable weight to all elements, **especially your school attendance and letter of interest.** Please do not underestimate the significance of the letter—we encourage you to have a parent, teacher, or school administrator proof-read it for content, as well as grammar and spelling. Your attention to this sort of detail gives us an idea of the level of your interest as well as your work potential!

You are an ideal candidate for Law Links if you meet the following criteria:

- You are an entering junior or senior in high school (no other grades accepted)
- You have a “C” average or better
- You have good school attendance
- You have no other activities, jobs, or vacations that will conflict with the dates of the internship: Monday, June 21 – Friday, August 6, 2010, 8:30am-5:00pm. This internship is full-time, Monday through Friday.
- You aspire to be a lawyer or other legal professional and/or you would enjoy working in a professional setting during your summer break.

Law Links is a paid internship. All interns are compensated for the number of hours per week they work, at the rate of \$7.55 an hour. Interns will not be able to choose their work site; however, all internships are located within Baltimore City. You should be willing to access and utilize public transportation.

Once application packages have been screened, candidates will be notified of an interview date and time. Although every effort is made to interview each applicant, this is not guaranteed. Interviews will take place in mid- to late- May.

As in past years, Law Links is dependent upon raising funds necessary to managing the program. If, for any reason, the program is unable to move forward during the summer of 2010, we will notify all applicants, in writing, prior to May 8, 2010.

Once again, thank you for your interest in Law Links. We look forward to your application.

Sincerely,

Shelley Wojciechowski

Shelley Brown Wojciechowski
Assistant Director
sbw@clrep.org



**Application for Baltimore City
 Law Links Student Internship Program
 Summer 2010
 Deadline: Friday, April 30, 2010 @ 5:00 p.m.**

For all information, please type or print using black or blue ink.

Please make certain that all requested information is provided. Incomplete applications will not be accepted. All required application materials should be submitted together. Please mail or hand-deliver your completed application by the deadline. Faxed applications will NOT be accepted.

I. Personal Information

Name: _____ County/City: **Baltimore City** _____

Street Address: _____ Zip Code: _____

Email: _____

Birth date: ____/____/____ Age: _____ Circle One: Male/Female

Cell Phone Number*: _____ Home Phone Number*: _____

Parent/Guardian Name: _____

Parent/Guardian Address: _____

Parent/Guardian Telephone Number (Day): _____ Evening: _____

Name of high school you attend: _____

School Telephone Number: _____

What class will you be entering in the **Fall of 2010**? To be eligible, you must be entering your junior or senior year: (circle one) Junior Senior

**If your contact information changes after your submission of this application, including phone or address, you must contact us: 410-706-5360.*

II. Interest, Activities, Volunteer & Work Experience

A. List some of your interests below:

B. List school activities that you are involved in that are important to you. Please include your involvement in law-related programs, sports, clubs and community service projects.

Description of Activity	Years of Participation	Recognition, if applicable

C. Provide information in the space below regarding your most recent employment (if applicable):

Company Name: _____
Your Position: _____
Duties & Responsibilities: _____
Dates of Employment: _____
Supervisor's Name: _____
Telephone Number of Company: _____

D. Provide information regarding your most recent volunteer work (if applicable):

Agency Name: _____
Duties & Responsibilities: _____
Dates of Volunteer Work: _____
Supervisor's Name: _____
Telephone Number of Agency: _____

III. Letter of Interest

Please include a typed, formal business letter explaining your interest in Law Links. Explain why you believe you should be hired as a Law Links Intern. This letter should not exceed one page in length.

IV. Letters of Recommendation

Three typed letters of recommendation are required, describing why you should be selected as a Law Links intern:

- One (1) from your Principal, Vice Principal, Guidance Counselor, or College Bound Counselor
- One (1) from a Teacher
- One (1) from a community leader, supervisor, or activity leader

V. Grade Transcript and Attendance Record

Attach a copy of your most recent grade transcript and attendance record, available from your school office. These records should include your freshman year to your current status. You should request these from your Guidance Counselor/ School Administrator as soon as possible so that you have everything into our office on time and together.

Mail Completed Applications to:
Shelley Wojciechowski
Baltimore City Law Links
Citizenship Law Related Education Program
Maryland Bar Center, 4th Floor
520 West Fayette Street
Baltimore, Maryland 21201

410-706-5360 phone
sbw@clrep.org
www.clrep.org