



COUNCIL ON ENVIRONMENTAL QUALITY CLERKSHIP PROGRAM

The Council on Environmental Quality (CEQ) has a competitive Clerkship Program and recruits law clerks each spring, summer, and fall. The dates and deadlines for these three sessions are as follows:

Summer	(May – August)	Deadline: first Friday of January
Fall	(September – December)	Deadline: first Friday of June
Spring	(January – April)	Deadline: first Friday of September

Law clerks are supervised by CEQ’s Office of General Counsel, and provide critical research and writing assistance to both legal and policy staff on a variety of matters pertinent to CEQ’s functions, including oversight of the National Environmental Policy Act (NEPA). Through CEQ’s participation in policy processes across the Federal government, clerks have the opportunity to perform diverse, substantive legal work, namely:

- Drafting memoranda on environment, energy, resources, and general law issues;
- Tracking Federal agency actions on environmental issues;
- Attending interagency working group meetings; and
- Assisting with responses to Freedom of Information Act requests and other inquiries regarding CEQ’s activities.

Law clerks also have the opportunity to help advise CEQ’s policy teams on legal issues, and to analyze significant draft regulations through CEQ’s participation in the interagency regulatory review process under Executive Order 12,866.

CLERKSHIP REQUIREMENTS

We are seeking law students and recent law school graduates who are highly motivated, willing to contribute where needed, and able to exercise professional judgment and maturity. In addition, applicants must be U.S. Citizens. There are no curricular requirements for selection as a law clerk; however, we prefer applicants who have completed environmental law and administrative law coursework, and whose work experience demonstrates a commitment to environment, energy, or natural resources issues.

For the summer session, we strongly prefer candidates who are available to work full-time and who have completed their second year of law school.



EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
WASHINGTON, D.C. 20503

For the fall and spring sessions, we require a minimum commitment of twenty (20) hours per week. Our office will work with students who seek school credit for their uncompensated, volunteer service to CEQ.

INSTRUCTIONS

Prepare the materials in the check-list below and combine them into a single PDF file. Name the PDF file following our convention: Last Name, First Name – 2012 Spring/Summer/Fall (select one) Clerkship Application Date Submitted; e.g., “Smith, Jane – 2012 Spring Clerkship Application 06-01-12.” Email the PDF file to internships@ceq.eop.gov, indicating the session to which you are applying in the email subject line; e.g., “Spring 2012 Clerkship Application.”

- Clerkship application** (see form below)
- Cover letter** (see instructions below)
- Resume** (1 page maximum)
- References** (including at least one law school professor and one supervising attorney)
- Law school transcript** (most recent)
- Writing sample** (3-5 pages maximum)

Your cover letter should address the following: (1) interest in/dedication to environment, energy, and/or natural resources issues; (2) relevant coursework; and (3) project management, leadership, and/or teamwork experience.

Note: The White House has a zero-tolerance policy for drug use. You will be required to take a drug test prior to beginning your clerkship. Failure to pass the drug test will result in your immediate disqualification.



EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
WASHINGTON, D.C. 20503

APPLICATION FORM

Last name, first name, middle initial: _____

Date of birth (mm/dd/yr): _____ Place of birth (City, State): _____

Address: _____

Phone: _____ Email address: _____

Expected date of law school graduation: _____

Please indicate the deadline, if any, by which you would like to hear from CEQ: _____

Please indicate the number of hours per week you will be available: _____

Please indicate your potential start date: _____ and end date: _____

Do you want CEQ to consider you for our [Internship Program](#) as well? _____

Do you have a Social Security Number? _____

Are you a U.S. Citizen? _____

Have you served as a registered lobbyist? _____

Have you ever been charged with or convicted of any criminal offense, felony or misdemeanor? Yes (please describe below) No

Are there currently any charges pending against you for a criminal offense?

Yes (please describe below) No