



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

## CLERKSHIP REQUIREMENTS

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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. 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.

**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.

## INSTRUCTIONS

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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; e.g., “Smith, Jane – 2012 Spring Clerkship Application.” Email the PDF file to [internships@ceq.eop.gov](mailto: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**
- References** (including at least one current professor or 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.



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**APPLICATION FORM**

We recruit for three sessions – spring, summer, and fall – and accept applications on a rolling basis, giving preference to applications received before the deadlines listed below. Please check the session to which you are applying.

<b>Summer</b>	(May – August)	Deadline: first Friday of January	<input type="checkbox"/>
<b>Fall</b>	(September – December)	Deadline: first Friday of June	<input type="checkbox"/>
<b>Spring</b>	(January – April)	Deadline: first Friday of September	<input type="checkbox"/>

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 \_\_\_\_\_