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FREQUENTLY ASKED QUESTIONS

Who is eligible to apply?

Any high school sophomore, junior or rising senior that lives and/or attends school in Brooklyn is eligible to apply.

How long is the summer internship program?

The Brooklyn District Attorney's 2019 Summer High School Internship is a 5-week, stipend-based, experiential learning program. Interns will begin their internship on Monday, July 8th and will end on Friday, August 9th. Interns are expected to work an average of 30 hours per week, Monday through Thursday 9:00am - 4:00pm and Fridays 9:00am - 12:00pm. Interns selected to participate in the internship are expected to commit for the entire duration of the program.

Is this a paid internship?

Yes. There is a weekly stipend of \$150.00. In addition to the weekly stipend, the office will also provide a weekly Metro-Card to cover program travel expenses.

What are the application requirements?

- A one-page résumé.
- A personal statement (minimum of 300 words) explaining your motivation for applying for an internship with the Brooklyn District Attorney's Office and how does securing an internship with our office impact your future endeavors. Applicant statements should be typed, double-spaced and in a legible 12pt. font.
- A copy of your most recent (unofficial or official) high school transcript. Transcripts should include your current course grades and cumulative GPA. Schools that do not provide grades should provide a progress report.
- One recommendation letter (signed and dated) from a teacher, coach, guidance counselor or mentor.

What is the application deadline?

The application deadline for the 2019 Summer High School Internship is **Monday, March 25th**. To be considered, prospective applicants must have all required documents submitted by the deadline. Please keep in mind that the application portal will stop accepting applications at 11:59 pm EST.

How do I submit my application materials?

Only applicant resumes, statements and transcripts should be uploaded to:

<http://apply.brooklynnda.org>.

Recommendation letters must be emailed and submitted to hsinternships@brooklynnda.org. The candidate's first and last name should be included in the subject line.

Are working papers required?

Yes. All selected candidates will be required to have working papers by the start of their internship. Applicants who do not have valid working papers should consult with their school guidance counselor.

Besides working papers, is there anything else required?

Yes. All interns with the Brooklyn District Attorney's Office must complete a background investigation before the start of their internship. Selected candidates will be contacted by our Human Resources Department with further information.

Who should I call if I have questions?

Please contact the High School Internship and Youth Initiatives Program Coordinator at (718) 250-4873.

Please Note: *The Brooklyn District Attorney's Summer High School Internship Program is a competitive opportunity. During the application period, we receive a large volume of applications. Candidates who follow these steps and submit all of their materials by the deadline have a better chance of advancing through the review process.*