

## Seattle City Attorney's Office Internship/Externship Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Eve. Phone: (\_\_\_\_) \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Emergency Contact Name and Phone: \_\_\_\_\_

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Law School: \_\_\_\_\_

Expected Graduation: \_\_\_\_\_

Additional Training: \_\_\_\_\_

Foreign Languages Spoken: \_\_\_\_\_

Please state your career goals: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Civil Division sections. Check areas of interest.

☐ Employment Law

☐ Torts

☐ Land Use

☐ Government Affairs

☐ Contracts/Utilities

☐ Environmental Protection

It is our goal to match your interests and skills with the needs of this office. However, specific tasks will be assigned at the discretion of the supervisor.

The office is open between the hours of 8:00 am and 5:00 pm, Monday through Friday.  
Indicate when you are available.

Days: Monday Tuesday Wednesday Thursday Friday  
\_\_\_\_\_ to \_\_\_\_\_ \_\_\_\_\_ to \_\_\_\_\_ \_\_\_\_\_ to \_\_\_\_\_

Total Hours/ Week: \_\_\_\_\_ (Minimum hours for an internship: 8/week)

Expected start date: \_\_\_\_\_ Expected end date: \_\_\_\_\_

**Complete the following if you are expecting to receive course credit.**

Professor or contact person: \_\_\_\_\_

Phone and/or email address: \_\_\_\_\_

Why are you interested in an internship/externship in the Civil Division?

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Have you ever been convicted of a crime? \_\_\_\_\_

If yes, when and where? \_\_\_\_\_

How did you learn of this opportunity? \_\_\_\_\_

**Please attach the following to your application. We are unable to process incomplete applications.**

1. Letter of interest
2. Current resume
3. List of three professional references with addresses and telephone numbers
4. Writing sample
5. Law school transcript

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail, fax or email your completed application materials to:**

Seattle City Attorney's Office

Attn: Dana Anderson

P.O. Box 94769

Seattle, WA 98124-4769

[Dana.anderson@seattle.gov](mailto:Dana.anderson@seattle.gov)

(206) 684-7761 Fax (206) 684-8284