



## **Burke Warren 2022 3L Minority Internship Program: Details & Application Process**

Burke Warren MacKay & Serritella, P.C., through its Diversity Equity & Inclusion Committee, is hosting a paid internship program for two 3L minority law students to commence in the Fall of 2022. The Program is designed to enhance the legal careers of racially diverse third-year law students by providing practical law firm experience and the opportunity to establish meaningful contacts as they begin a rewarding career in the law. This is the second year of our Internship Program, following a successful first year whereby we hired two exceptional interns who subsequently received (and accepted) full-time employment offers.

Burke Warren also seeks to address racial inequity in our legal community and ensure that we, as a law firm, are engaging with and open to developing relationships with students of color. Our firm has a strong and established history with respect to gender diversity, and while we are always considering means to forward progress those gender diversity goals, we see the need to address a clear void when it comes to racial diversity and equity. We are excited to better engage with talented student of color and build long-lasting connections with the interns in our program.

Interns will receive a variety of substantive and challenging work assignments. Interns will also receive spectator assignments, including attending hearings, depositions, negotiations, client conferences, and other client-related activities. Spectator assignments will be integrated with research and writing assignments. Work product from each assignment will be evaluated by the supervising attorney and the assigning attorney. Interns will also be encouraged to proactively seek feedback from the attorneys with whom they are working. There will be a formal evaluation mid-internship and at the conclusion of the Program.

Learn More About Burke Warren at [www.burkelaw.com](http://www.burkelaw.com).

### **Details of the Burke Warren 2022 3L Minority Internship Program**

When: Fall Semester 2022

10-12 weeks – within the dates of August 29 to November 18

15-20 hours per week @ \$30 per hour

Where: Burke, Warren, MacKay & Serritella, P.C.

330 N. Wabash Ave., Floor 21

Chicago, IL 60611

We anticipate an in-person program with the ability to adjust to remote or provide for a balance between in-person and remote. In-office time can be determined based on the student's schedule, *e.g.*, mornings, 2-3 days per week, etc.



Who: Full-Time Third-Year Students (at the time of the internship)

Identify as Racially Diverse

### Application Process

Requirements:

- Exceptional academic performance;
- Excellent written and oral communication and legal research skills;
- Strong teamwork, interpersonal & relationship-building skills and leadership ability, personal and professional accomplishments;
- Attention to detail;
- Strategic thinking and thought leadership; and
- Welcoming change and challenge, with a creative and entrepreneurial spirit.

What to Submit:

- cover letter and resume
- legal writing sample (10-page maximum preferred)
- law school transcripts (unofficial versions are acceptable) – we would like the transcripts to include grades through the first semester of the second year.

When to Submit:

- Anytime, but we will accept resumes through **April 30** and expect to complete the application/interview process before the end of May.
- Interviews will be conducted via ZOOM and will be scheduled at a time convenient for the student, who may have commenced a summer internship.

Where to Submit: [3Linternship@burkelaw.com](mailto:3Linternship@burkelaw.com)

Members of the Burke Warren Diversity Equity & Inclusion Committee:

John Stephens

Stephen Pugh

Susan Overbey

Danielle Gould

Nicholas Gowen

Rosa Tumialán