

Dorsey & Whitney LLP

Future Leaders Program



DORSEY & WHITNEY FUTURE LEADERS PROGRAM

Dorsey & Whitney LLP is proud to announce its Future Leaders Program. A handful of talented, diverse young people will have the opportunity to work alongside attorneys and staff in our New York office as interns. The week-long program will offer our Future Leaders internship in the Legal group or the Management/Administration group.

Legal group participants will learn to support Dorsey attorneys, paralegals and case assistants on legal matters while Management/ Administration group participants will learn to support office staff on daily operations of the firm. This excellent opportunity aims to further the Future Leaders understanding of what it means to work in a professional firm and what it is like to serve clients and community.

Professionals at Dorsey & Whitney LLP from various areas will spend time with the chosen applicants in a group and individually. Future Leaders will be placed in one of the following departments:

- Legal: Assistant to Attorneys, Paralegals and Case Assistants
- Management/Administration: Assistant to Managers in HR, Administration, Marketing, Accounting, and Legal Secretary Departments

In addition, certain basic business and employment skills will be covered for both the Legal and the Management/Administration groups, including interview skills, resume building, business dress, office and employment etiquette and what employers look for in job candidates.

Those interested should have a high level of maturity and demonstrate an interest in leadership in your community. Applicants will be asked to indicate their preference in either the Legal group or the Management/Administration group, provide two references and a short essay. Applicants should be high school seniors in the upcoming 2016-2017 school year or currently enrolled in a college degree program. In exceptional cases, we will consider law students.

The week-long program will occur on June 27th – July 1, 2016. In addition to receiving mentoring and attending social events, participants will receive a stipend and commuting expenses.

*Applications, including reference letters and essays should be sent no later than **April 30, 2016** to: futureleaders@dorsey.com*

ABOUT DORSEY & WHITNEY LLP

Dorsey & Whitney LLP is an international law firm with over 104 years of history and about 550 attorneys. The firm has 19 offices around the world, including in the U.S., China, Canada and the UK. Dorsey is consistently ranked as a top law firm by The American Lawyer and Chambers & Partners. Dorsey attorneys and alumni include a former U.S. Vice President, a former U.S. Supreme Court Justice, top legal professors, a U.S. Senator, and the current Chief Counsel of New York City.

APPLICATION

Name:

Address:

Phone:

Current Attendance at School or College:

GPA and relevant accomplishments/leadership roles:

Please check availability and interest:

- I will be available for the internship June 27 – July 1
- My interest is in learning more about Practice of Law
- My interest is in learning more about Management/Administration of a Professional Firm

Please attach two reference letters **or** provide contact information of your reference (name, company/university affiliation, email and phone number).

Essay Question: Please describe what you have done to overcome challenges in your life and to demonstrate your drive and leadership skills. Please further describe why you are interested in the Dorsey & Whitney Future Leaders Program. Explain how you will utilize the information you learn during the program. (400-500 words)

If you have any question regarding this application, please e-mail futureleaders@dorsey.com