

U.S. Department of Justice

Environment & Natural Resources Division

Application Instructions

1. **Prepare the application materials shown below. Your application must include ALL of the following documents. Documents must be named using the filename format shown.**
 - A. Cover letter, including dates and hours/days available.
 - **Filename Format:** COVERLETTER_LASTNAME_FIRSTNAME_PHONENUMBER
 - B. Resume (including country of citizenship).
 - **Filename Format:** RESUME_LASTNAME_FIRSTNAME_PHONENUMBER
 - C. Writing sample.
 - **Filename Format:** WRITINGSAMPLE_LASTNAME_FIRSTNAME_PHONENUMBER
 - D. Copy of most recent transcript (official or unofficial. If a transcript is not yet available, the application is complete without it).
 - **Filename Format:** TRANSCRIPT_LASTNAME_FIRSTNAME_PHONENUMBER
 - E. Three references with contact information (letters of recommendation not required);
 - **Filename Format:** REFERENCES_LASTNAME_FIRSTNAME_PHONENUMBER

2. **After all application materials are prepared, complete the ENRD Intern Application Form on the following page.**

NOTE: The ENRD Intern Application Form is formatted as a pdf fillable form compatible with the most current version of Adobe Acrobat Reader (Adobe Reader XI). If you do not have Adobe Acrobat Reader, or need to update your software, please download the free version of [Adobe Acrobat Reader](#). The free Adobe® Acrobat® Reader allows you to view, navigate, and print PDF files across all major computing platforms.

3. **When you have finished completing the ENRD Intern Application Form, press “Submit.” A pop-up menu will display requesting permission to connect to your email application.**
 - **If you wish to submit your application to ENRD using this email script, select “Allow” and follow the prompts from your email application.** Your email application will generate a message to applyintern.enrd@usdoj.gov with the Intern Application Form attached. Attach your remaining application documents to this email and send to ENRD. Your application is complete. ENRD will acknowledge your application within 3 business days.
 - The form will continue to display on your computer after the email is sent. If you wish, you may save the form at that time.
4. **If you wish to submit your application to ENRD without using the email script, select “Cancel,” and save the ENRD Intern Application Form to a location of your choice using the filename format below:**

ENRDAPPLICATION_LASTNAME_FIRSTNAME_PHONENUMBER

After saving, open your email service (e.g., Hotmail, Gmail, etc.) and create a new message addressed to applyintern.enrd@usdoj.gov. Attach the ENRD Intern Application Form and your remaining application materials to your email and send to ENRD. Your application is complete. ENRD will acknowledge your application within 3 business days.



Section Preference Form

U.S. Department of Justice

Environment & Natural Resources Division

Personal Information

First Name

Last Name

Address

City

State

Zip Code

Primary phone

Alternate phone

E-mail address

Alternate e-mail

Law School

Year in School

Are you a U.S. citizen?

Section Preference

There are nine litigating sections within ENRD. Each section does different types of work. Indicate the sections, if any in particular, to which you would like to apply. Select all nine checkboxes to apply to all sections. See the [ENRD Recruiting brochure](#) for more information about each section.

Appellate

Law and Policy

Environmental Crimes

Environmental Defense

Environmental Enforcement

Indian Resources

Land Acquisition

Natural Resources

Wildlife & Marine Resources

