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## 2018 Diversity Committee Summer Intern Program

**APPLICATION DEADLINE: April 20, 2018**

The Diversity Committee of the Nashville Bar Association is sponsoring a summer intern program for diverse high school students in Metro Nashville. Private law firms, corporate legal departments, and government law offices are being asked to hire diverse high school students as summer interns. The program will offer students positions as runners, filing clerks, or other administrative support positions. Interns are expected to earn between \$7.25 and \$8.25/hour.

The program is open to diverse students who will be graduating in May 2018, and to students who will be entering the 12th grade in the Fall of 2018. Successful candidates for the expected positions must demonstrate their abilities and commitment to the program by fulfilling the following minimum criteria:

1. Submission of a Program Application, including a written essay answering the questions below based on the **Mission of the Diversity Committee**:

*The Committee's primary focus is the promotion of opportunities for racial minorities in the Nashville Bar Association and the community. As the Diversity Committee, efforts have been expanded to encompass diversity and inclusion based on other characteristics within the Nashville legal community. Toward that end, the goal of the committee will be to implement programs that: provide employment opportunities, assist with career development and professional advancement, and increase the number of diverse students attending and successfully completing law school.*

Why is diversity important in a professional work environment? What are your career goals? How do you think the 2018 Summer Intern Program will help you achieve your goal?

2. Submission of two (2) letters of recommendation from teachers, counselors, or prior employers;
3. Maintenance of a solid "C" average or better in school and a good attendance record;
4. An interview with the Program Selection Committee; and
5. An interview with the prospective employer (if requested by the employer).

*\*\*All students who apply will be interviewed. Students will be notified via email or phone about their specific interview time slot. Interviews will be held at the Nashville Bar Association office in May.*

Interns will be expected to work approximately six to eight hours every work day from June 4 through July 20, 2018. The program will include an orientation on Friday, June 1, which is designed to introduce the interns to the law office environment. In addition, the Nashville Bar Association will sponsor a "Lunch and Learn" session for interns each Friday during the program.

Send completed applications to [Traci.Hollandsworth@nashvillebar.org](mailto:Traci.Hollandsworth@nashvillebar.org) or mail to the address below.



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**2018 Summer Intern Program | Application**

**I. Personal Information** *(please type or print legibly using blue or black ink)*

Name \_\_\_\_\_ Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Parent's/Guardian's Name \_\_\_\_\_ Parent's/Guardian's Cell Phone \_\_\_\_\_

Parent's Email Address: \_\_\_\_\_

Name of School \_\_\_\_\_ Grade Level \_\_\_\_\_

Age: \_\_\_\_\_ Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**II. Interests, Activities, Volunteer and Work Experience**

1. List some of your interests below:

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2. List school activities that you are involved in that are important to you. Please include your involvement in programs, sports, clubs, events, and community service projects.

Description of Activity	Year of Participation	Recognition

3. List any job-related skills you have below:

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**III. Essay** *(attach essay to application)*

On an attached page, include an essay. Based on the stated mission of the Diversity Committee; Why is diversity important in a professional work environment? What are your career goals? How do you think the 2018 Summer Intern Program will help you achieve your goal?

**IV. Letters of Recommendation** *(attach letters to application)*

Two letters of recommendation are required; they may come from any of the following people:

- Principal
- Counselor
- Teacher
- Prior Employers

The letter should describe why you should be chosen to participate in the Summer Intern Program.

**V. Grades** *(attach a copy of your grades to this application)*

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Thank you for your interest in the 2018 Diversity Committee's Summer Intern Program!