

# Internship Search

## Pre-Law

Rockhurst University Career Services • Massman 3  
816-501-4061 • [www.rockhurst.edu/career](http://www.rockhurst.edu/career)

Internships with law firms are not typically available for undergraduate students. However, there are ways to gain experience in the legal field. Part-time jobs in law firms and internships for organizations in your potential area of interest (corporations, government, finance, social justice, etc.) are a few options.

### GETTING STARTED

- **RESUME!** Creating your resume is the first step of any internship search. Come to Career Services for examples, advice, and resume review.
- Brainstorm – what would you like to do, for what kind of organization?
  - Part-time job as a file clerk or runner for a law firm
  - Intern for a government, corporate, or non-profit in preparation for an area of law you are interested in such as corporate finance, environmental, criminal, etc

### INTERNSHIP/JOB POSTINGS

- **The RU Career Account:** <http://rockhurst.erecruiting.com>  
This account must be set up by Career Services. It gives access to internship postings sent directly to Rockhurst from employers. Sign up for an account at weekly workshops offered on Tuesdays at 3:30 pm, Wednesdays at 10:00 am, and Thursdays at 1:00 pm in Career Services.
- **Craigslist:** [www.craigslist.com](http://www.craigslist.com)  
Craigslist frequently has postings for clerical legal positions.
- **Vault:** [www.rockhurst.edu/career](http://www.rockhurst.edu/career)  
Provides information about specific companies and has an internship database. This database is a good resource if you are seeking opportunities outside of Kansas City, especially in major metropolitan areas.
- **Organization Websites:**  
Many organizations post internships on their own websites.

### TIMELINE

#### 3-6 months prior to when you want to start an experience:

- Create your resume
- Begin to research companies and programs
- Begin applications
- Take resumes and cover letters to Career Services for review
- Practice interviewing with a mock interview in Career Services
- Interview and accept position

## KANSAS CITY ORGANIZATIONS

Resources for researching organizations in Kansas City:

- The Kansas City Business Journal Book of Lists, in the Career Services Office – learn about law firms in Kansas City
- Professional Organizations
  - The Kansas City Metro Bar Association: [www.kcmba.org](http://www.kcmba.org)
  - Johnson County Bar Association: [www.jocobar.org](http://www.jocobar.org)
  - Wyandotte County Bar Association: [www.wycobar.org](http://www.wycobar.org)
- Phone Books/Google search
- U.S. Department of Labor Employer Locator: [www.acinet.org/employerlocator](http://www.acinet.org/employerlocator)
- Network with professors, classmates, friends and family

Examples of legal organizations in Kansas City:

- ACLU: [www.aclukswo.org](http://www.aclukswo.org) (offers undergraduate legal internships)
- Blackwell Sanders LLP: [www.blackwellsanders.com](http://www.blackwellsanders.com)
- Bryan Cave LLP: [www.bryancave.com](http://www.bryancave.com)
- Lathrop and Gage LC: [www.lathropgage.com](http://www.lathropgage.com)
- Legal Aid of Western Missouri: [www.lawmo.org](http://www.lawmo.org)
- Lewis Rice & Fingersh LC: [www.lewisrice.com](http://www.lewisrice.com)
- Polsinelli Shalton Flanigan Suelthaus PC: [www.polsinelli.com](http://www.polsinelli.com)
- Shook Hardy & Bacon LLP: [www.shb.com](http://www.shb.com)
- Shugart Thomson & Kilroy: [www.stklaw.com](http://www.stklaw.com)

## SEARCHING IN OTHER CITIES

Use the same resources; simply focus them on other cities. Additionally, many Jesuit universities offer reciprocal career services. Contact RU Career Services to find out if you can receive services from another Jesuit university in the city you want to search in.