

OFFICE OF THE ESSEX COUNTY PROSECUTOR

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January 29, 2024

Dear Prospective Summer Intern:

The Essex County Prosecutor's Office (ECPO) is offering a four-week summer internship for high school students that will complete their junior year in June 2024. The session will run **Monday through Friday from 9:00 a.m. through 3:30 p.m.** Interns will receive a copy of the schedule on the first day of the program., which will run from Friday, **July 5, 2024**, and conclude on Friday, **August 2, 2024**. Interns must attend all sessions. During this interactive internship program, interns will be exposed to a comprehensive curriculum that include learning about the role and functions of the Essex County Prosecutor's Office; participating in workshops that focus on making positive choices, Internet safety, gang awareness and substance abuse prevention. Interns will be introduced to various careers in law, law enforcement and government. Interns will also attend educational and cultural trips.

Students will be chosen for the program and the ECPO Community Justice Advisory Board will make the final student selections based on the following criteria:

- ◆ Must reside in Essex County.
- ◆ Nomination by a teacher, school resource officer, religious leader etc.
- ◆ Completion of Junior year by June 2024
- ◆ Positive attitude, good reputation, and sound moral character
- ◆ Good academic standing
- ◆ The ability to participate in a structured professional environment
- ◆ Good attendance
- ◆ 2 Letters of Recommendation (1 Academic and 1 Personal)

Completed application packets are due **no later than March 18, 2024**, to Nicole Graves-Watson, Community Justice Coordinator, Office of the Essex County Prosecutor, 50 West Market Street, Third Floor, Newark, New Jersey 07102. Completed application packets can be scanned and emailed to nicole.graves@njecpo.org with the subject line: 2024 Summer Youth Internship Application. Recommendation letters must be included with applications. Do not staple applications and/or recommendation letters to mailed applications. **Incomplete applications will not be considered.** Please note that this application and/or program may be subject to change.