



U.S. NAVY

JUDGE ADVOCATE GENERAL'S CORPS

TIPS FOR A SUCCESSFUL APPLICATION

EMAIL SUBMISSION (UNPAID INTERNSHIP APPLICATION ONLY)

- The entire email size must be less than 7MB or it will not be delivered.
- If you do not receive a confirmation email within 3 business days of your submission, CALL OR EMAIL US IMMEDIATELY. Your application will not be considered if it is not received in a timely manner. It is your responsibility to ensure we have received your application.

PHOTO (UNPAID INTERNSHIP APPLICATION ONLY)

- Your photo must be full-length and you should be wearing professional attire.
- Your photo should be well lit and free of distractions. Blank backgrounds are preferred.
- The photo does NOT need to be taken by a professional--you can use your personal cell phone or camera to take the picture, however it should look professional.
- The board uses the photo to assess your physical fitness and professionalism. Ensure your photo sends the right message!

RESUME

- Your resume should present a clean, professional appearance. Avoid unnecessary graphics and excessive blocks of text.
- Your resume may be more than one page but should be no more than two pages.
- Use your resume to highlight your significant academic, professional, and personal accomplishments. The board is interested in applicants who excel in multiple areas.
- **Ensure your address is an up-to-date mailing address.**

ACADEMICS

- Ensure you have included a copy of your college and law school transcripts, even if the transcripts have a watermark that indicates "unofficial transcript" once photocopied or uploaded.
- **Mailed transcripts will NOT be accepted/considered.**

LEADERSHIP AND INVOLVEMENT

- Ensure your application highlights any significant leadership roles or experience working in teams.
- The board is interested in applicants who demonstrate a commitment to public service and their community.

PERSONAL STATEMENT

- The best personal statements are those that make a connection with the board members and help the board understand your interest in the Navy JAG Corps.
- General statements about patriotism and a desire to serve are less helpful than a compelling narrative that ties your personal experience to your future in our organization.

EXPLAINING ADVERSE INFORMATION

- You may use the remarks section of the application to explain anything that you think requires it, but use this opportunity judiciously. While additional detail presented in a concise manner may help the board better understand something in your application, there are some cases in which explaining something draws unnecessary attention to it.

LETTERS OF RECOMMENDATION

- You must submit between one and three letters of recommendation.
- Choose your recommenders wisely – letters from friends and relatives who have not been in a position to observe your performance in a professional setting are usually not helpful.
- **Mailed letters of recommendation will NOT be accepted/considered.**

If you have additional questions after reviewing this information, please contact us at Code61@navy.mil.