



# U.S. NAVY JUDGE ADVOCATE GENERAL'S CORPS

## TIPS FOR A SUCCESSFUL APPLICATION

### PHOTO

- Your photo must be recent and taken within the last three months.
- 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.

### STRUCTURED INTERVIEW

- You may request an interview before submitting your application online – ensure you request an interview well ahead of the deadline, as the interview may take some time to schedule.
- Do your homework about the JAG Corps before the interview and ensure you understand what you would be doing as a Navy judge advocate.
- You may not re-interview within three years of your original interview unless unusual circumstances warrant a new interview.
- Interviews do not expire, but if three years have passed and you have applied multiple times, you may want to request a new interview.

### ACADEMICS

- Ensure you have uploaded a copy of your college and law school transcripts, even if the transcripts have a watermark that indicates “unofficial transcript” once photocopied or uploaded.
- Do not send electronic transcripts to the Office of the Judge Advocate General, Military Personnel, as they may expire by the time the selection board convenes.
- **Mailed transcripts will NOT be accepted/considered.**

### EMPLOYMENT

- Completion of a summer internship or school-year externship with the Navy JAG Corps is strongly encouraged.

## 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 online 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 should submit between three and five letters of recommendation. More than five letters is generally not helpful, and applicants who submit fewer than three letters are generally not selected.
- 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.
- Ensure your letters cover any significant legal experience and give a full picture of you as a legal professional.
- You should normally have a letter from your current or most recent employer, and should explain in the remarks section if you are not able to provide one.
- **Mailed recommendation letters will NOT be accepted/considered.**

## GENERAL COMMENTS

- Apply as early as you can in your 2L year and keep applying if you are not selected on the first try – the board likes to see repeat applicants!
- If re-applying, ensure you update all documents uploaded to your application.
- You will not be able to modify your application after you click submit, but you will be able to remove/upload documents until the application deadline.

**If you have additional questions after reviewing this information, please contact us at [navyaccessions@navy.mil](mailto:navyaccessions@navy.mil).**