

L A W M E N T O



INTERNSHIP APPLICATION CHECKLIST

*Your step-by-step guide to securing law internships in India
For 1st year to final year law students — firms, chambers, NGOs, and corporate roles*

Who should use this?

- Law students applying for internships — 1st year to final year
- Students targeting law firms, chambers, NGOs, or corporate legal roles
- Anyone struggling with rejections or not getting responses to applications

Students who apply randomly get fewer responses. Students who follow a structured process get better internships.

Consistency + personalisation = results.



How to Use This Checklist

- Go through Page 1 (Foundation Checklist) and complete all preparation steps before applying
- Use Page 2 (Application & Follow-Up) while sending applications and tracking responses
- Tick (✓) each task as it is completed — use the Status column
- Add notes wherever required — contacts, responses, feedback, dates
- Reuse this checklist for every internship cycle

P A G E O N E

Foundation Checklist — Before Applying

1. INTERNSHIP GOAL

Before sending a single application, be clear on what you are looking for. Unfocused applications produce poor results.

Section	Checklist Item	Status	Notes
Internship Goal	Identified internship type: Litigation / Corporate / NGO / Policy / In-house	<input type="checkbox"/>	
	Finalised preferred practice area (IPR, Corporate, Criminal, Constitutional, etc.)	<input type="checkbox"/>	

	Shortlisted 10–15 target organisations to apply to in this cycle	<input type="checkbox"/>	
	Researched each target organisation — practice areas, key lawyers, recent work	<input type="checkbox"/>	
	Noted the preferred application method for each firm (email / portal / referral)	<input type="checkbox"/>	

2. RESUME / CV

Your CV is your first impression. It must be tailored, error-free, and formatted professionally. A single spelling error can result in immediate rejection at top firms.

Section	Checklist Item	Status	Notes
Resume / CV	CV prepared and saved as a PDF	<input type="checkbox"/>	
	Education details updated with CGPA / percentage and institution name	<input type="checkbox"/>	
	Included 2–3 relevant internships with firm name, duration, and work done	<input type="checkbox"/>	
	Added skills section: legal research, drafting, Manupatra, SCC Online, MS Office	<input type="checkbox"/>	
	Extracurriculars listed: moots, debates, journal, NCC, sports — anything relevant	<input type="checkbox"/>	
	Checked for formatting consistency — same font, same bullet style throughout	<input type="checkbox"/>	
	Checked for spelling and grammatical errors — proofread at least twice	<input type="checkbox"/>	
	CV is one page (for students up to 3rd year) or two pages maximum	<input type="checkbox"/>	
	File named correctly: FirstName_LastName_CV.pdf	<input type="checkbox"/>	

CV Tip for Indian Law Students

- Always include your CGPA or percentage — firms shortlist on this, especially Tier 1 firms
- List moots and publications prominently — they signal legal aptitude beyond coursework
- Avoid a photograph unless the firm specifically asks for one
- Use a single clean font (Times New Roman or Arial) — fancy templates often look unprofessional in print

3. COVER LETTER

A generic cover letter sent to 50 firms is the single biggest reason students get no responses. Every cover letter must be personalised to the specific organisation and role.

Section	Checklist Item	Status	Notes
Cover Letter	Drafted a strong base cover letter template	<input type="checkbox"/>	
	Personalised for each organisation — mentioned the firm by name	<input type="checkbox"/>	
	Clearly mentioned 'Why this organisation' — specific reason, not generic praise	<input type="checkbox"/>	
	Clearly mentioned 'Why this practice area' — your interest and relevant background	<input type="checkbox"/>	
	Kept within 250–350 words — concise and focused	<input type="checkbox"/>	
	No spelling errors — cover letter proofread carefully	<input type="checkbox"/>	
	Saved as PDF: FirstName_LastName_CoverLetter_FirmName.pdf	<input type="checkbox"/>	

4. WRITING SAMPLES

Many firms — particularly litigation chambers and research-focused organisations — ask for a writing sample. Prepare these in advance so you are not scrambling when a firm requests one.

Section	Checklist Item	Status	Notes
Writing Samples	Prepared 1–2 writing samples: a case comment, research note, or legal memo	<input type="checkbox"/>	
	Proper formatting applied — headings, footnotes, and citations in place	<input type="checkbox"/>	
	Citations follow OSCOLA or the standard used by the target organisation	<input type="checkbox"/>	
	Checked for plagiarism using a reliable tool	<input type="checkbox"/>	
	Writing sample is relevant to the practice area of the target firm	<input type="checkbox"/>	
	Saved as PDF and ready to attach when requested	<input type="checkbox"/>	

5. LINKEDIN PROFILE

LinkedIn is increasingly used by Indian law firm partners and associates to vet applicants before responding. A incomplete or unprofessional profile undermines an otherwise strong application.

Section	Checklist Item	Status	Notes
LinkedIn Profile	Professional profile photo uploaded — clear, formal, good lighting	<input type="checkbox"/>	
	Updated headline: 'Law Student [Year] [Institution] Interested in [Area]'	<input type="checkbox"/>	

	Education section updated with institution, degree, CGPA, and graduation year	<input type="checkbox"/>	
	Experience section updated with all internships and relevant roles	<input type="checkbox"/>	
	Skills section updated — add legal research, contract drafting, mootings, etc.	<input type="checkbox"/>	
	Posted 2–3 articles or posts on legal topics — shows initiative and interest	<input type="checkbox"/>	
	Connected with at least 50–100 legal professionals, seniors, and alumni	<input type="checkbox"/>	
	Profile set to 'Open to Opportunities' if comfortable doing so	<input type="checkbox"/>	

6. EMAIL SETUP

Your email address and email signature are part of your professional brand. A casual email ID signals lack of seriousness before the recruiter has even opened your CV.

Section	Checklist Item	Status	Notes
Email Setup	Professional email ID created: firstname.lastname@gmail.com or similar	<input type="checkbox"/>	
	Email signature added to all outgoing emails	<input type="checkbox"/>	
	Signature includes: Full Name Year of Study Institution Phone LinkedIn URL	<input type="checkbox"/>	
	Test email sent to yourself to confirm signature and attachments display correctly	<input type="checkbox"/>	

P A G E T W O

Application & Follow-Up Checklist

7. APPLICATION STRATEGY

How you apply is as important as what you apply with. A structured, timely, and organised approach significantly increases your response rate.

Section	Checklist Item	Status	Notes
Application Strategy	Applying 4–8 weeks in advance of the internship start date — not last minute	<input type="checkbox"/>	
	Sending applications in batches of 5–10 per day — not all at once	<input type="checkbox"/>	
	Tracking all applications in a spreadsheet or notebook	<input type="checkbox"/>	

	Applying via the method preferred by the firm — email, portal, or referral	<input type="checkbox"/>	
	Not applying to firms outside your target list without proper research first	<input type="checkbox"/>	

8. APPLICATION TRACKING SHEET

Tracking your applications prevents missed follow-ups, duplicate emails, and confusion about who has responded. Set this up before you begin sending applications.

Section	Checklist Item	Status	Notes
Tracking Sheet	Organisation name column added	<input type="checkbox"/>	
	Contact person / email address column added	<input type="checkbox"/>	
	Date applied column added	<input type="checkbox"/>	
	Response status column added: No Response / Acknowledged / Interview / Accepted / Rejected	<input type="checkbox"/>	
	Follow-up date column added — mark when to follow up (7–10 days after applying)	<input type="checkbox"/>	
	Notes column added — for feedback, referrals, and next steps	<input type="checkbox"/>	

9. EMAIL CHECKLIST — BEFORE HITTING SEND

Each application email must be reviewed individually before sending. One careless error — wrong firm name, wrong attachment, wrong recipient — can cost you the internship.

Section	Checklist Item	Status	Notes
Email Checklist	Correct recipient name and designation in the salutation — not 'Dear Sir/Madam'	<input type="checkbox"/>	
	Clear, professional subject line: 'Internship Application — [Your Name] — [Year] — [Institution]'	<input type="checkbox"/>	
	CV attached as PDF — correct version, named correctly	<input type="checkbox"/>	
	Cover letter attached as PDF — personalised for THIS firm	<input type="checkbox"/>	
	Writing sample attached if the firm requests or if applying to a research-heavy role	<input type="checkbox"/>	
	Files named properly: FirstName_LastName_CV.pdf and FirstName_LastName_CoverLetter.pdf	<input type="checkbox"/>	
	Firm name is spelled correctly in the email body and subject line	<input type="checkbox"/>	
	No autocorrect errors — read the email carefully before sending	<input type="checkbox"/>	

	Sent from your professional email ID — not a personal or casual address	<input type="checkbox"/>	
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10. NETWORKING

In Indian legal practice, referrals and personal connections remain one of the most effective ways to secure internships — especially at smaller chambers and boutique firms. Do not neglect this channel.

Section	Checklist Item	Status	Notes
Networking	Reached out to seniors and alumni from your institution who are at target firms	<input type="checkbox"/>	
	Connected with associates at target firms on LinkedIn — with a personalised note	<input type="checkbox"/>	
	Sent personalised messages — not a copy-paste template	<input type="checkbox"/>	
	Attended legal seminars, webinars, or Bar Association events where possible	<input type="checkbox"/>	
	Followed up with contacts who expressed willingness to refer or assist	<input type="checkbox"/>	
	Asked politely — never demanded referrals or created pressure	<input type="checkbox"/>	

11. FOLLOW - UP

Not following up is one of the most common and costly mistakes Indian law students make. Most firms receive many applications and a polite follow-up significantly increases visibility.

Section	Checklist Item	Status	Notes
Follow-Up	Sent a follow-up email 7–10 days after the original application if no response	<input type="checkbox"/>	
	Follow-up email is polite, short, and professional — not pushy or demanding	<input type="checkbox"/>	
	Follow-up references the original application date and the role applied for	<input type="checkbox"/>	
	No more than two follow-ups per application — do not over-pursue	<input type="checkbox"/>	
	Updated tracking sheet to reflect follow-up date and any response received	<input type="checkbox"/>	

Follow-Up Email Template

- Subject: Follow-Up — Internship Application — [Your Name] — [Date of Original Email]
- Body: 'Dear [Name], I am writing to follow up on my internship application sent on [date]. I remain very interested in interning with [Firm Name] and would welcome the opportunity to discuss further. Please find my CV and cover letter re-attached for your reference. Thank you for your time.'

- Keep it to 3–4 sentences. Attach your CV again. Be polite and move on if there is no response after two follow-ups.

12. INTERVIEW PREPARATION

If your application is successful and you are called for an interview — be ready. Many students get shortlisted but lose the internship at the interview stage due to poor preparation.

Section	Checklist Item	Status	Notes
Interview Prep	Revised basic legal concepts relevant to the firm's practice area	<input type="checkbox"/>	
	Researched the organisation thoroughly — recent cases, deals, key lawyers, news	<input type="checkbox"/>	
	Prepared answers to common questions: Why this firm? Why this area? Tell me about yourself	<input type="checkbox"/>	
	Prepared 2–3 intelligent questions to ask the interviewer	<input type="checkbox"/>	
	Reviewed your own CV — ready to discuss every internship and activity listed	<input type="checkbox"/>	
	Confirmed interview format: in-person / virtual / phone — and prepared accordingly	<input type="checkbox"/>	
	Professional outfit planned — formal attire for in-person interviews	<input type="checkbox"/>	

13. FINAL PRE-SEND CHECK

Run through this quick checklist before every single application email is sent. Make it a habit.

Section	Checklist Item	Status	Notes
Final Check	CV attached and correct version	<input type="checkbox"/>	
	Cover letter personalised and attached — firm name is correct throughout	<input type="checkbox"/>	
	Correct email ID in the 'To' field — double-check before sending	<input type="checkbox"/>	
	Subject line is professional and correct	<input type="checkbox"/>	
	Files named properly: Name_CV.pdf and Name_CoverLetter.pdf	<input type="checkbox"/>	
	No typos in the email body — read once more before sending	<input type="checkbox"/>	
	Application logged in tracking sheet immediately after sending	<input type="checkbox"/>	

⚠ Mistakes to Avoid

- Sending a generic cover letter — the most common reason for zero responses
- Using an unprofessional email ID (e.g. coolkid123@gmail.com)
- Applying too late — many firms fill internship slots 6–8 weeks in advance
- Not following up at all after applying
- Attaching the wrong CV or a CV meant for a different firm
- Misspelling the firm's name or the partner's name in the email
- Sending all applications on the same day — pace them for better management
- Not tracking applications — leads to duplicate emails and missed follow-ups



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