

# Federal Aviation Administration

## Office of the Chief Counsel

### Application Instructions

1. **Prepare the application materials shown below. Your application must include ALL of the following documents:**
  - A. Cover letter, including dates available for internship.
  - B. Resume.
  - C. Writing sample (not to exceed 5 pages).
  - D. Copy of most recent undergraduate and law school transcripts (official or unofficial). If a transcript is not yet available, please submit it when it becomes available.
  - E. **After all application materials are prepared, complete the FAA Division Preference Form on the following page.**
2. **When you have finished completing the FAA Division Preference Form, please e-mail it, along with the above application materials, to [9-AWA-AGC-Internship@faa.gov](mailto:9-AWA-AGC-Internship@faa.gov). Please include your name and the program for which you are applying (e.g. Spring 2024, or Summer 2024) in the e-mail subject line.**
3. **Application packages must be in Adobe PDF format, and consist of one single file containing all of the above requested documents. Failure to submit documents in the requested format will result in rejection of the application.**



## Division Preference Form

# U.S. Federal Aviation Administration

## Office of the Chief Counsel

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### Personal Information

First Name

Last Name

Address

City

State

Zip Code

Primary phone

Alternate phone

E-mail address

Alternate e-mail

Law School

Year in School

Are you a U.S. citizen?

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### Section Preference

There are nine divisions within the Office of the Chief Counsel, plus our regional offices. Each division does different types of work. Indicate the divisions, if any in particular, to which you would like to apply. Select all nine checkboxes to apply to all divisions. See the [FAA Practice Areas webpage](#) for more information about each division.

Adjudication

Aviation Litigation

Airports & Environmental Law

Employment & Labor Law

Information Law

International Affairs & National Security Law

d Regulations

Acquisition & Fiscal Law

Legislation

Ethics & Compliance