

# WARD & MURPHY

ATTORNEYS AND COUNSELORS AT LAW

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FOR THE SHAW LAW FIRM

## INTERNSHIPS AVAILABLE

Ward & Murphy, a general practice law firm in Groton and Ithaca, New York, is always interested in recruiting interns. We look forward to introducing students of any level to careers in the Law.

What do interns do? We take interns of all levels - from high school students seeking career skills to college students needing practical experience to law school students needing legal experience. We create internships collaboratively with our candidates, using our candidates' interests to craft responsibilities meeting their need to grow with the Firm's business needs.

What skills are required? Candidates with no experience should expect to start with basic law office support and progress to more complex skills as their experience and skills permit. Basic law office support includes filing, organizing, copying, telephone answering and reception work, light typing and errands. Candidates with more experience should expect to discuss areas of the law they want to experience and to create a program using those interests to meet the Firm's needs. Candidates with a working knowledge of basic business and office practices will be preferred. Good computer skills – especially the ability to learn new systems – a must, experience with Windows-based operating systems preferred, experience with WordPerfect an advantage. We are most interested in working with people who are dependable, conscientious and professional.

Are interns paid? While we cannot offer a stipend or help pay for lodging, we are willing to help you find or arrange appropriate room and board if you are an out of town candidate. We are willing to set up internships of between one week and one semester depending on the circumstances of the candidate.

To learn more about us, visit our web-site at [www.ward-and-murphy.com](http://www.ward-and-murphy.com). Come work with us and learn about the law while adding to your resume!

To be considered, please send a statement of what you hope to gain from working with us, a current resume and at least three references to: Liam G.B. Murphy, Esquire, Ward & Murphy, 170 Main Street, Groton, NY 13073. You can expect Mr. Murphy to reply in a week to 10 days.