

Winning Internship Playbook by Nyayasphere - Akash Dubey

Method 1 (Phone):

Fast, high-response when you need an internship urgently. Use a tight script, be polite, and don't ask about stipend on first contact.

Method 2 (Email):

It is Scalable, higher chance of considered responses if personalized. Use a strong subject line, attach a concise CV + 1-page cover note + 1-page writing sample.

Always track every contact and follow up patiently but persistently.

Before you call or email — preparation (do this first)

Decide the exact internship window: e.g., "Available: 1 June — 31 July 2025 (Full-time/Part-time/Remote)." Always give exact dates.

Choose your area of interest (one primary + one secondary): e.g., Corporate Law (primary); Compliance (secondary).

Prepare a 30-second intro.

Intro example:- Phone call script — Short version (30–40 seconds)

"Good morning. My name is [Your Name], I'm a third-year law student at [College]. I'm very interested in an internship in [area — e.g., corporate law] and wondered if I could briefly speak to HR or Ms. [Hiring partner name] about internship opportunities. I am available from [date] for [duration]. Is there any opportunity for me, kindly let me know about it?"

Update and export your CV as PDF (file name: Firstname_Lastname__CV.pdf). Keep size < 2MB.

Create a one-line “signature” for email with your name, college, phone, LinkedIn.

Method 1 — Direct Phone Approach

When to use: urgent need, local firms, or when firms don't respond to emails.

How to find firms to call

Google “law firms near me” / search directory / Bar Association list.

Prioritize firms that do work in your area of interest.

Note name of managing partner / hiring partner if visible.

What to do before you dial

Have CV and a short cover-note ready to email immediately after the call.

Keep pen + paper for notes.

Use a quiet place.

Phone call script — Short version (30–40 seconds)

“Good morning. My name is [Your Name], I'm a third-year law student at [College]. I'm very interested in an internship in [area — e.g., corporate law] and wondered if I could briefly speak to HR or Ms. [Hiring partner name] about internship opportunities. I am available from [date] for [duration]. Is there any opportunity for me, kindly let me know about it ?”

Why this works: short, professional, gives availability, asks to email if not possible now — low friction.

If they ask for more on the call

Have a 2-line pitch: “I've done moot court on corporate matters, drafted sample MOA in college project, and worked on legal research for contract law. I can start on [date]. May I email my CV now?”

After the call — immediate actions.

Send a follow-up email within 30–60 minutes with subject: Following up on call — Internship application — [Your Name] (use the post-call email template below).

Method 2 — Email the Decision-Makers (deeply recommended)

When to use: standard, more professional, scalable. Most recruiters prefer email if well-crafted.

Where to send

Founder/Managing Partner email (if published).

HR or recruitment email (from website).

If not found, guess with common format: `firstname@firm.com` or `firstname.lastname@firm.com` but only send one guess in case of no confirmed email. Alternatively, use contact form and paste your email text there.

Subject lines — tested options (pick any one)

Internship application — [Your Name], 3rd year law — [Corporate Law] — [Availability dates]

Request for internship (Legal intern — Corporate law) — [Your Name]

Short-term internship — [Your Name] — available [June 1 – July 31, 2025]

Email attachments & naming

Firstname_Lastname_CV.pdf

All files as PDF, each < 2 MB.

Email Template A — Short, high-response (1–2 short paras)

Use when you want speed and are emailing busy partners.

Subject: Internship application — [Your Name], 3rd year law — Corporate law — [dates]

Dear Ms./Mr [LastName], and make sure to use Sir/ Ma'am at the end.

I'm [Your Name], a third-year law student at [College] with a keen interest in corporate law. I'm available to intern full-time from [start date] to [end date] and would be grateful for any short-term internship/opportunity at [Firm Name].

I've attached my CV for reference and In my certification course I've worked on drafting a Memorandum of Association for a project and conducted legal research on company law issues. I can assist with legal research, drafting, and due diligence tasks. (Write all the drafting skills that you've).

Thank you for your time and consideration. I would be happy to speak at your convenience.

Best regards,
[Your Name]
[Phone] | [Email] | [LinkedIn profile] |

Always prefer Template A and Template B is optional and circumstantial

Email Template B (Another one)

This is Detailed and personalized and (use when you can reference a specific case or article)
Use when emailing partners/founders after reading their firm's work or a partner's article.

Subject: Internship — [Your Name] — Interested in [specific area/case] — Available [dates]

Dear Mr./Ms. [LastName],

I read your article/brief on [topic/case] (or "I saw your firm's work on [client/case]") and was impressed by the practical approach to [specific legal issue]. I'm [Your Name], third-year law student at [College], and I'm very keen to learn practical corporate law skills under your guidance.

I'm available to intern from [start date] to [end date]. At college I have: (a) drafted a sample MOA and AOA for a startup project, (b) assisted in client-simulation drafting of term sheets, and (c) done research on SEBI compliance for a seminar. I can help with research, drafting contracts/agreements, due diligence checklists, and client memos.

I've attached my CV (one page) and a short writing sample. If convenient, may I schedule a 10-minute call next week? Thank you for considering my application.

Sincerely,
[Your Name]
[Phone] | [Email] | [LinkedIn] |

Annotation: personalization (shows you researched), lists bullet-like accomplishments — builds credibility.

Follow-up templates

Why follow up? Many emails are missed or deprioritized. A polite follow-up shows interest and professionalism.

1st follow-up: 5–7 days after initial email

Subject: Following up — Internship application — [Your Name]

Body: Just checking if you had a chance to see my application. I'm available [dates] and happy to provide any further documents. Thank you.

2nd follow-up: 7–10 days after 1st follow-up

Subject: Quick follow-up — [Your Name] — Internship

Body: Short, friendly; offer a specific time for a 10-min call next week.

Final follow-up: 2 weeks after 2nd follow-up

Body: Respectful closure: "I'll assume you don't have openings right now; please keep me in mind for future internships. Thank you for your time."

If no response after final: Move on but keep firm in tracking; check back after 4–6 weeks if still interested.

LinkedIn / WhatsApp / In-person followups

LinkedIn connection note (short): "Hi Mr. X — I'm [Name], 3rd year law student interested in corporate law. I've emailed about internship availability — would love to connect."

LinkedIn message (if connected): Short mention of email + ask if they prefer a quick call.

WhatsApp (only if the firm uses WhatsApp and shares number): Very short: "Good morning. I'm [Name], 3rd-yr law student. I sent an email about internship opportunities — would you prefer I share attachments here?"

In-person: If the firm is local, attend public seminars or CLEs; after introduction, say you applied and ask for guidance — this builds relationships.

Interview: prep, common Qs & model answers

Before interview: reread your email, CV, and the firm website. Prepare 3 questions for interviewer.

Common Qs & how to answer

Tell me about yourself. — 60–90 sec: education → relevant skills/projects → what you want at this internship.

Why our firm? — mention one specific thing: a case, an article, or the firm's practice mix; tie to what you want to learn.

What tasks can you do? — list 3: legal research, drafting short memos, proofreading contracts.

How do you prioritise work? — give a short structure: read brief → outline → research → draft → review.

Do you expect a stipend? — honest and polite: "My priority is learning. I'm flexible; I'd like to know the firm policy on internships if possible."

Tell us about a time you handled a deadline. — use STAR: Situation, Task, Action, Result.

Practical test: some firms ask for a 30-60 min drafting test. Practice drafting a concise legal memo (1 page) on common topics: contract breach, basic company law query, or legal notice.

Ask at the end: "What will be my daily tasks? Will I get a certificate or letter on completion?"

How to (politely) discuss stipend, timing & certificates.

First contact: do NOT ask about stipend. Show interest in learning.

If asked directly early: say your expectations openly, don't hide it but only when you're asked in the beginning itself.

During the interview: Ask politely as : "Is this a paid internship? If so, could you share the stipend/allowances?" — remain polite.

Tracking sheet — what to track (simple CRM)
Create a spreadsheet with columns:

Firm name | Contact person | Role (Partner/HR) | Email | Phone | Date contacted | Method (Call/Email) | Response | Follow-up date | Outcome | Notes

Example row:

Lex & Co | Ms. Sharma | Hiring Partner | sharma@lexco.in | 98765xxxx | 01-Jun-2025 | Call+Email | Replied (interview) | Follow up: 03-Jun-2025 | Internship offered | Interview Thursday 4pm

Common mistakes to avoid

Mass-mailing without personalization.

Long attachments (>2MB) or Word docs—use PDF.

Asking about stipends on the first call/email.

Typos in recipient's name or firm name.

Not tracking who you contacted.

Attacking or complaining in follow-ups.

Showing desperation — professional calm wins.

If the firm asks for tasks during internship — what to do

Take tasks seriously. Deliver early drafts with: (a) clear title, (b) a short summary of findings, (c) recommended next steps.

Keep a daily log of tasks you did — useful for certificate requests and LinkedIn posts later.

Extra tactical tips (boost your chances)

Use local networks: alumni, college placement cell, professors — ask for introductions.

Show real value: offer to prepare a short 1-page sample — e.g., “I can draft a 1-page sample due diligence checklist” — attach it.