

The Project Analyst Program

Founded in Boston, Mintz Levin celebrates a tradition of excellence as one of the largest and most sophisticated full-service law firms in the country, and has grown to include seven U.S. offices, an office in London, and a liaison office in Israel. Through the Project Analyst Program, Mintz Levin offers recent college graduates the opportunity to engage in challenging and interesting work in its fast-paced environment.

The Project Analyst Program was founded in 1989, and in recent years has expanded to fourteen Analysts in three offices covering nearly a dozen practice areas. During their two-year tenure, Analysts gain practical experience and valuable exposure to law and business by working alongside Mintz Levin's attorneys and senior professionals.

At Mintz Levin, Project Analysts can expect to develop and use a broad range of skills to meet the needs of the Firm and its clients. Project Analysts research factual issues, assist attorneys with legal analysis, review and analyze documents, organize data, draft reports, and organize and prepare case documents. Project Analysts also conduct financial analyses, track regulatory activity, and monitor industry trends. They interact directly with clients on projects, in some cases on a regular basis.

Pro Bono and Community Service

Analysts have the opportunity to work on political asylum pro bono cases, interacting directly with asylum clients and managing their cases. Additionally, analysts coordinate and participate in Mintz Levin's Domestic Violence Project, which brings attorneys and paraprofessionals together to assist victims of domestic violence. Analysts in the Boston office are also instrumental in organizing and running Mintz Levin's annual United Way campaign and the TargetCancer Foundation Gala. In addition, some serve as weekly writing coaches for Citizen School's 8th Grade Academy and Mock Trial team. Outside of pro bono legal work, Analysts participate in volunteer projects, work at community care days, coordinate charity fundraising events, and play a part in national and regional initiatives for domestic violence prevention.

Office Locations

Boston

The Boston office, which has more than 300 attorneys and senior professionals, is Mintz Levin's oldest and largest office. Since its founding in 1933, the office has grown to serve a wide range of national and international clients. Boston is also home to ML Strategies, which provides clients with a broad range of strategic and tactical services in government relations, community and media relations, real estate development, and international relations. The Boston program allows each Analyst the opportunity to rotate every eight months into a new practice area; rotations are determined internally by the Boston Project Analysts. Analysts may work in practice groups including corporate and securities, health law, immigration, ML Strategies, energy technology, litigation, intellectual property, and pro bono, among others.

New York

Including approximately 90 attorneys, the New York office focuses on various aspects of corporate, business and finance, white collar criminal defense, and intellectual property, with clients in the finance and banking, high technology, interactive media, information technology, telecommunications, venture capital, and biotechnology sectors. Additional areas of practice include commercial litigation, labor and employment, health law, and a specialized commercial real estate practice serving the telecommunications industry. Since New York does not have formal rotations, Analysts have the opportunity to interact closely with attorneys by undertaking projects in many of the office's practice areas during their two-year tenure.

Washington, D.C.

The Washington office has approximately 60 attorneys and senior professionals who represent clients in a wide range of matters. The office has built upon its nationally recognized strength in federal representation and communications law and has expanded to include practices in litigation, health law, antitrust, intellectual property, employment and labor, education and corporate. Analysts in the Washington branch have the unique opportunity to experience regulatory-oriented legal practice by interacting with Congress, the courts, and regulatory agencies. The Washington office also houses ML Strategies. Analysts spend their first year working in the various sections of the law firm and their second year with ML Strategies engaging in federal lobbying and advocacy.

Recruiting

Applications for the Boston, New York, and Washington positions are all evaluated in the same pool. However, applicants may indicate for which office(s) they would like to be considered. Please consult the Recruiting Schedule on our firm's website, <http://www.mintz.com/careers/staff/project-analysts/recruiting>, to see if Mintz Levin will be actively recruiting on your campus.

Qualifications

The Project Analyst Program seeks well-rounded, dedicated, and motivated college seniors or recent graduates who have been working full-time for 1-2 years. Initiative, curiosity, efficient analysis, and a cooperative spirit are essential. A minimum 3.5 grade point average is strongly preferred.

To Apply

Applicants must submit a resume, cover letter, transcript, writing sample (no more than five pages), and office preference form through their school's career services office.

In your cover letter, please include a brief explanation of your interest in the firm, your broader professional goals, and why you would be a productive member of the Project Analyst Program.

Office Preference Form:

Mintz Levin is pleased to offer the Project Analyst Program in three of the firm's offices: Boston, Washington D.C., and New York. All incoming Analysts in the class of 2019 will spend

their first week in the Boston office for training. Please refer to the materials provided to you, or to our website (www.mintz.com), for additional information and descriptions of each office. In addition, feel free to contact any current Project Analyst with specific questions about office preferences, descriptions, or this questionnaire. Note that the Project Analyst Program differs in the three offices beyond geographic location alone.

While all candidates for the Project Analyst Program are considered within one pool, the recruiting process also takes into account candidates' preferences in selecting new Project Analysts. To that end, please rank your preference of the three offices in the space provided on the document. If you know you are not interested in a particular office location, write "not interested".

Please be honest! Your application will not be favorably or adversely affected by your office location selection. A desire to be considered for one office does not proscribe qualified applicants from being considered for one or both of the remaining offices. As noted above, all applicants are evaluated within one pool, after which office location preferences are taken into account. Do not hesitate to contact any Project Analyst with questions related to office preference. Thank you.

The Office Preference form can be found by following the direct link below:

<https://www.mintz.com/DesktopModules/Bring2mind/DMX/Download.aspx?EntryId=4053&PortalId=0&DownloadMethod=attachment>