Hi Everyone,

ATR is proud to have one of the most well regarded paralegal programs in the Department of Justice. The strength of our program is evidenced by the key role that paralegals play across the Division’s work – from investigations, to litigation, to special projects, ATR paralegals are an integral part of our teams and are substantively engaged in furthering the Division’s mission. Many of our paralegals have gone on to join the Division as honors attorneys after law school and launched a career in antitrust law.

Today we begin the recruitment cycle for our next class of colleagues to join us as paralegals. This cycle we plan to hire a larger number of paralegals than in the recent past, which underscores the already important point of having as broad and rich of an applicant pool as possible from which to select. We are in the midst of one of the most exciting times in the field of antitrust law in decades and we want to bolster the Division’s pivotal role at this moment with paralegals who have a diverse set of experiences and perspectives.

Key to recruiting paralegals who are as diverse as the American consumers that ATR protects is raising awareness among potential applicants of the opportunity to apply and be considered, including those who may not be familiar with the field of antitrust or aren’t aware of our paralegal program and the opportunity it represents. This is where you come in – we want your help in getting word out about ATR’s paralegal program and that we are accepting applications starting today through March 11. I encourage you to reach out to your personal and professional communities to spread the word about the paralegal program and encourage people to apply. Here are some quick facts about the program and the application period to help you do just that:

- The vacancy announcement for paralegals in Washington, D.C. can be found [here](#). The vacancy announcement for paralegals in New York, Chicago, and San Francisco can be found [here](#).

- Paralegals in DC are appointed on a full time 14 month term, which may be extended up to 4 years based on the needs of the Division. Paralegals in New York, Chicago, and San Francisco are appointed on a full time 2 year term that may be extended up to 4 years based on the needs of the Division.

- Information about how to qualify can be found under the Qualifications heading in the Requirements section of the announcement.

- Information on how to prepare your resume for a federal job application can be found in [this video](#) and this [tip sheet](#).

- In order to be considered, all applications must be submitted via the USA Jobs vacancy announcement by midnight on March 11.

Thank you for your help in getting word out about this opportunity and for helping build the next class of ATR paralegals!