

# How to Enter your Personal Information

Personal Information

Academic Information

Employment

Summer Survey

Password/Preferences

Activity Summary

Help

Save Changes

Cancel

\* INDICATES A REQUIRED FIELD

## Student Information

Enter your full name (first mi last).

Full name\*: Test Student

First Name: Test

first name or nickname

Name you go by\*: Test

MI:

Last Name: Student

Duke Law Email: [careercenter@law.duke.edu](mailto:careercenter@law.duke.edu)

(###) ### -####

Phone Number: 919-123-4567

(###) ### -####

Alt. Phone Number: 222-222-2222

Copy Current Address From Permanent

Gender:  F  M

Current Address\*:

Address

Please provide as much information as possible

Street Address

Enter the Street Address, using multiple lines if necessary

3611 University Drive  
Apt. 00

I. Click on the Profile Tab. This will bring you to the Personal Information Tab.

II. Fill in the Student Information section (a red asterix denotes a required field).

III. Remember to save changes after you make any updates.

### Completion Status

#### Personal Information

- ✓ Full name
- ✓ First Name
- ✓ Name you go by
- ✗ MI
- ✓ Last Name
- ✓ Phone Number
- ✓ Alt. Phone Number
- ✓ Gender

#### Current Address

- ✓ Street Address
- ✓ City
- ✓ State
- ✓ Zip Code
- ✓ Country

#### Permanent Address

- ✓ Street Address
- ✓ City
- ✓ State
- ✓ Zip Code
- ✓ Country

✗ Permanent Email

✓ Permanent Phone

#### Academic Information

#### Documents

- ✓ 5 documents uploaded.

# How to enter your Academic Information

\* INDICATES A REQUIRED FIELD

Enter the expected date of your graduation

Graduation Date\*:

Choose your current year in school.

Year in school:

This information is confidential and will be viewed only by the Career Center Staff

GPA:

Practice Area(s):

Study Away Institution/Program:

Study Away Semester:

Study Away Year:

## Geographic Preferences

Geographic Preference #1\*:

Geographic Preference Other:

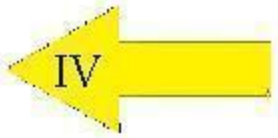
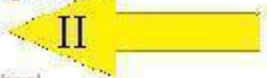
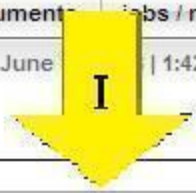
**Completion Status**

Personal Information

- ✓ Graduation Date
- ✓ GPA
- ✗ Practice Area(s)
- ✗ Study Away Institution/Program
- ✗ Study Away Semester
- ✗ Study Away Year
- ✓ Geographic Preference #1
- ✓ Geographic Preference Other

Documents

- ✓ 5 documents uploaded.



**I. Click on the Academic Information Tab.**

**II. Fill-in your Graduation Date (this may be different from the traditional 3 year date if you are a dual-degree student).**

**III. Fill-in your current GPA.**

**IV. Choose your Geographic Preference for future employment.**

# Entering Employment Information Step 1

home profile documents jobs / resum ct employers post-graduate clerkships OCI events calendar

Test Student | Thursday, June 12, 2008 | 1:43 pm

I. Click on the Employment Tab.

Show in a Separate Window

profile

II. This is where you enter your 1L Summer offers AND acceptances.

powered by  
simplicity

Personal Information Academic Information **Employment** Summer

III. Click on Add New to enter a new offer.

Show **II** at a time: Items 1-3 of 3

Employer ▼	Employment Type ▼	City ▼	State ▼	Opportunity Gained Through ▼
Jones Day (Pittsburgh, PA)	Offer received for 1L Summer	Pittsburgh	Pennsylvania	Letter writing
Jones Day (Atlanta, GA)	Offer accepted for 1L Summer	atlanta	Georgia	Job Posting-Symplicity
Jones Day (Chicago, IL)	Offer accepted for 1L Summer	Chicago	Illinois	OCI

**III** [+ Add New](#) Showing 20 at a time: Items 1-3 of 3

Over

## Entering Employment Information Step 2

home profile documents jobs / resume collect employers post-graduate clerkships OCI events calendar



BACK Test Student | Wednesday, June 18, 2008 | 9:47 am

Show in a Separate Window

profile

powered by  
simplicity

Evaluation Help

Submit

\* INDICATES A REQUIRED FIELD

Offer/Acceptance list refers to the time period when you actually work, not when you receive the offer. 1L Summer = summer between first and second year in law school. 2L Summer = summer between second and third year in law school. Permanent offer = work following graduation. \*Four year joint-degree students (such as JD/MBA) have TWO "1L" summers.

**I** Offer/Acceptance\*: Offer received for 1L Summer

Employer: Robinson & Cole (Hartford, CT) [alpha] robinson Go

use this field if the employer does not exist in the system

New Employer:

Opportunity Gained Through\*: OCI

**V** Date Offer Received\*: June 18 2008

City\*: Hartford

State\*: Connecticut

Country (if not in U.S.):

Work Type:

Compensation:

Submit

**VII**

**I.** Click on the drop down arrow to select the type of Offer/Acceptance received for your class year.

**II.** Type in the employer's name and click on the Go button. The page will refresh.

**III.** Click on the drop down arrow to select the Employer that made the offer. If the employer is not listed enter it in the New Employer section.

**IV.** Click on the drop down arrow to select the method used to gain this opportunity (i.e. OCI, letter writing, etc.)

**V.** Enter the date when you received the offer.

**VI.** Enter the City and State where the Employer is located (this may be different then the city and state listed in parentheses next to the Employer name).

**VII.** Click on the Submit button to add this offer to the list.

# Uploading a Document Step 1

Documents ? Help

Be sure to view the document(s) that you upload to ensure there are no errors!

During peak times, your documents submitted for PDF document conversion may take up to one hour. You may bypass the PDF conversion process and apply to jobs by directly uploading a PDF version of the document. This can be done using one of the many PDF creation tools that are freely available (i.e. [PrimoPDF](#), [CutePDF](#), etc). If you are using a recent Mac OS X version, printing the document as a PDF file is part of your print system capabilities.

Deleting the document and re-uploading will only delay your process.

To view PDF files, you need [Adobe Acrobat Reader](#).

Showing 5 items at a time: 5 items

Document Title	Document Type	View	Last Modified	Status	Options
<a href="#">2007 resume</a>	resume		10/26/2007 02:25:00 pm	ready	<input type="button" value="Delete"/>
<a href="#">akin qump cover letter</a>	Cover Letter		11/14/2005 09:57:00 am	ready	<input type="button" value="Delete"/>
<a href="#">Cover Letter June 17, 2006</a>	Cover Letter		06/16/2006 11:02:00 am	ready	<input type="button" value="Delete"/>
<a href="#">References</a>	Other Documents		12/02/2005 01:40:00 pm	ready	<input type="button" value="Delete"/>
<a href="#">Test resume 2006</a>	resume		03/21/2006 11:08:00 am	ready	<input type="button" value="Make Default"/> <input type="button" value="Delete"/>

- I. Click on the Documents Tab
- II. This is where you house documents such as resumes, cover letters, and transcripts.
- III. The Make Default button is listed because there are two resumes uploaded. The resume that is listed as the default will be the one Symlicity will send to employers.
- IV. In the View column the paper button allows you to view your uploaded document in Word format. When a document is uploaded Symlicity will automatically convert it into PDF form, to view it in this format click on the PDF button.
- V. The maximum number of documents that can be uploaded is five
- VI. To add a new document to Symlicity click on the Add New button



## Uploading a Document Step 2

home profile documents jobs / resume collect employers post-graduate clerkships OCI events calendar



BACK Test Student | Monday, June 16, 2008 | 11:38 am

Show in a Separate Window

# documents

powered by  
simplicity

New Document Help

Be sure to view the document(s) that you upload to ensure there are no errors!

During peak times, your documents submitted for PDF document conversion may take up to one hour. You may bypass the PDF conversion process and apply to jobs by directly uploading a PDF version of the document. This can be done using one of the many PDF creation tools that are freely available (i.e. [PrimoPDF](#), [CutePDF](#), etc). If you are using a recent Mac OS X version, printing the document as a PDF file is part of your print system capabilities.  
Deleting the document and re-uploading will only delay your process.

To view PDF files, you may need [Adobe Acrobat Reader](#).

Submit Cancel

### Student Document

\* INDICATES A REQUIRED FIELD

Label\*:

Document Type:  resume  Cover Letter  Unofficial Transcript  Writing Sample  Other Documents

Maximum file size: 200kb

File\*:

Please select your document to upload.

Browse...

Submit Cancel



**I. Name the document.**

**II. Select the type of document you uploaded.**

**III. Select the document you wish to upload. If you want more than one resume you must make one a "default resume."**

**IV. Click on Submit to submit the selected document. Click on Cancel to cancel the upload.**

# Searching and Applying for Jobs Step 1

## job postings

**Jobs / Resume Collect** Favorites Advanced Search Search Agents Applications

Practice Areas:

Position Type:

Class Level:

Keywords:

(searches job title, ID, description, and employer name: min. 3 characters)  
See Advanced Search for more search options.

Search Options:

**I. Click on the Jobs/Resume Collect Tab.**

**II. Fill-in these fields to search using employer Practice Areas, Position Types, your Class Level and Keywords.**

**III. Click Search to run the search and click Clear to clear your search.**

**IV. Click on View Printable Job List to view a printable version of the jobs you have selected.**

**V. Click on the plus symbol to select all and on the minus to clear all selections.**

**VI. Click on an individual job link to view that jobs description.**

Showing 20 at a time: Items 1-20 of 97 (Results as of: Jun 16, 2008: 10:12 am) (94 items selected)

Previous | Jump 1 | Next

<input type="checkbox"/>	Job Title	ID	Employer	Location	Position Type	Posted	Deadline	Options
<input checked="" type="checkbox"/>	<a href="#">0905-4034 ATTORNEY (Employment Labor and Law) U-01 WASHINGTON DC</a>		States Postal Service (Washington, DC)	Mid-Atlantic (NY, NJ, PA)	Permanent	Jun 12, 2008	Jul 12, 2008	★ FAVORITE
<input checked="" type="checkbox"/>	<a href="#">Staff Attorney</a>	2133	Americans United for Separation of Church and State (Washington, DC)		Permanent	Jun 11, 2008	Jul 08, 2008	★ ADD FAVORITE
<input checked="" type="checkbox"/>	<a href="#">Steven Gey Fellow</a>	2132	Americans United for Separation of Church and State (Washington, DC)		Fellowship	Jun 11, 2008	Jul 08, 2008	★ ADD FAVORITE
<input type="checkbox"/>	<a href="#">Patent Attorney</a>	2130	Employer Name Withheld		Permanent	Jun 10, 2008	Aug 10, 2008	★ ADD FAVORITE
<input checked="" type="checkbox"/>	<a href="#">Associate Attorney</a>	2125	Earthjustice (Denver, CO)		Term (1-2 years)	Jun 05, 2008	Aug 30, 2008	★ ADD FAVORITE
<input type="checkbox"/>	<a href="#">LSAT Instructor—Part-time</a>	2126	PowerScore Test Preparation (Hilton Head Island, SC)		Summer (PT), School Year (PT), Permanent	Jun 05, 2008	Aug 01, 2008	★ ADD FAVORITE
<input checked="" type="checkbox"/>	<a href="#">Immigration Legal Assistant</a>	2122	Solon Legal Group LLC (Washington, DC)		Permanent	Jun 04, 2008	Jul 05, 2008	★ ADD FAVORITE

# job postings

2L Summer Associate Help

## Position Information

Employer: Stael Rives, LLP (Portland, OR)  
Division: N/A  
Title: 2L Summer Associate

Description: Summer Associates will assist on real cases. Assignments may include research and writing, preparation of depositions, document review, trial preparation, drafting contracts, participating in negotiations, and/or IP-related work, depending on the project. There will be formal training as well as other activities during the summer.

Position Type: Summer (FT)

Practice Area(s): All Practice Areas

Desired Class Level(s): 2L

Salary Range: Weekly

Location(s):

Location
City Portland
State Oregon
Country United States

Location
City Salt Lake City
State Utah
Country United States

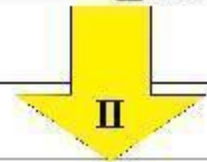
I. Under Posting Information the job description is listed.

II. This section is for applying for the job. You must select the resume you wish to send (the default is automatically selected), writing sample, cover letter and transcript. Also, important application dates are listed in this section.

III. Click on Submit to send your application to the employer.

Show in a Separate Window

powered by simplicity



## Application Status

Note on requested documents:  
Cover letter should include office location of interest and reason for interest. Writing sample should be at least five pages and not more than ten.

If you wish to apply, please select the document(s) to include and click Submit.

Choose a resume to submit for this position.

resume: 2007 resume\*

No writing samples found!

Writing Sample:

Choose a Cover Letter to submit for this position.

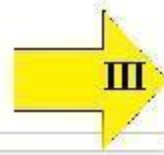
Cover Letter:

No transcripts found!

Transcript:

Enter any extra notes you want the employer to see.

Notes:



## Important Dates