



# WESTERN STATE COLLEGE OF LAW

Career Resources Department

1<sup>st</sup>

@ \_\_\_\_\_, California 92

E-mail: pdavidson@wsulaw.edu

## Job Order

Symplicity is the Career Services Management (CSM) system, an online employment database.

<b>Employer Name:</b>	<b>Phone:</b>
<b>Address:</b>	
<b>Contact Person:</b>	<b>E-mail:</b>
<b>Practice Area(s):</b>	

<b>Job Title:</b>	<b>Salary/Hourly Rate:</b>
<b>Hours/Week:</b>	<b>Bilingual:</b>
<b>Job Description:</b>	

### Qualifications

<input type="checkbox"/> First Year (1L)	<input type="checkbox"/> Second Year (2L)	<input type="checkbox"/> Third Year (3L)	<input type="checkbox"/> Graduate+
<input type="checkbox"/> JD/MBA	<input type="checkbox"/> LLM	<input type="checkbox"/> Attorney _____ # of Yrs. Experience	

### Application Materials:

<input type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	<input type="checkbox"/> References	<input type="checkbox"/> Employment Application
<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Transcripts	<input type="checkbox"/> Letter of Rec.	<b>Other:</b>
<b>Additional Notes:</b>			

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to Pam Davidson, Assistant Dean, Career Resources  
pdavidson@wsulaw.edu | 714.459.1106

*Thank you for choosing Western State!*