
EIW: Resumes & References

1 message

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OFFICE OF CAREER PLANNING



Preparing Your Resume(s) For EIW

1. Update Resume Using Template

By now, you should begin updating your resume using [OCP's resume template](#) to reflect your summer experience. Please review the [Resume Guide](#). Your updated resume must include your Summer 2019 work experience. If you have not yet started any major summer projects, try to include information about what you have done so far and, if needed, pare existing items to make space for your summer experience. If you are splitting your summer, you should list your second employer, and just omit any work description. Your GPA may NOT be included on any resume used during EIW.

2. Upload Your Resume to "My Documents" in Symplicity

Uploading your resume to "My Documents" is the first step in the process, not the last. Should you need a refresher on how to upload your resume to Symplicity (this step is done

before submitting your resume to the resume drop), check out the video below.

The screenshot shows the M LAW Symplicity portal interface. On the left is a navigation menu with links: Home, Jobs, Documents, My Documents, Events, OCI, Employers, Surveys, Counseling & Calendar, and My Account. The main content area is titled 'Student Document'. It includes a 'Label' field with the text 'EIW Resume for Review'. Below this is a 'Document Type' section with radio buttons for Resume (selected), Cover Letter, Unofficial Transcript, Writing Sample, and Other Documents. A note indicates the maximum file size is 4096kb. There is a 'File' field with a 'Browse...' button and the text 'No file selected.' At the bottom are 'Submit' and 'Cancel' buttons. A blue banner at the very bottom states: 'To view PDF files, you may need Adobe Acrobat Reader.' A yellow callout box with a pointer to the 'Label' field contains the following text: 'TIP: Name your draft updated resume (the one including your summer experience that has not yet been reviewed by an attorney-counselor) something obvious to remind you that it will need to be replaced.'

3. Submit Resume for Review By An Attorney-Counselor

Once your resume has been uploaded to your “My Documents,” you must SUBMIT your resume for review by following the process in the [EIW 2019 Process Guide](#) on pages 14-15. Once in Symplicity, you will click on Jobs; Keyword Search in the Job Postings for 20184; and then apply to the EIW 2019 Resume Drop.

*All 2Ls must submit their resumes for review by the **Wednesday, June 26 deadline.***

4. Upload Revised Resume to Symplicity

After an Attorney-Counselor has reviewed your resume, a mocked-up version of your resume will be emailed back to you by Monday, July 8 at 5 p.m. EDT. After your resume is returned, you will make your final edits and then upload your newly-revised resume(s) to Symplicity. Check out the video on how to upload your final resume on page 15 of the [EIW 2019 Process Guide](#).

Uploading More Than One Resume: You are able to upload more than one resume in order to send different versions to different employers. For example, you may want one resume for employers in Atlanta and a slightly different one for those in San Diego. If you choose to do this, make sure you give each document a descriptive name such as “San Diego Resume” to avoid any confusion during the bidding process.

List of References for EIW

- You should be prepared to provide a list of references to employers.
 - You should have three references with one being an employer, and, if possible, one from a professor (e.g., your Legal Practice professor).
 - Finalize your reference list NOW (not in late July) by reaching out to confirm they are willing to be a reference.
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Reminders

- **Wednesday, June 26** - Deadline to submit resume for review by an Attorney-Counselor. Submit your resume to job posting 20184. This is required for all 2L participants.
- If you are participating in early (pre-EIW) interviewing, please remember to report any [callbacks](#) and [offers](#).
- OCP has compiled a list of diversity career fairs that, if applicable, you may wish to consider as part of your parallel plan. You can view them on the second tab of this Google Sheet of [Diversity Opportunities](#). We will continue to update this list.
- As a reminder, if you miss an email in this series, a PDF of each week's update can be found in the Archive section of the [EIW Student Site](#).

Questions? As always, please email us at lawcareers@umich.edu.

Have a great week!

Shannon



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EIW Process Guide

Diversity, Equity, and Inclusion

Do you have feedback about Diversity, Equity, and Inclusion at the Law School? Click [here](#) to provide your thoughts to the Educational Environment Committee.

If you witness or experience conduct that discriminates, stereotypes, excludes, harasses or harms anyone in our community based on their identity (such as race, color, ethnicity, national origin, sex, gender identity or expression, sexual orientation, disability, age or religion) please report it to the University. Click [here](#) to report a biased-related incident.



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