



THE CATHOLIC UNIVERSITY OF AMERICA

Columbus School of Law

Student Checklist

	To retrieve your Symplicity Username and Password – please go to the OCPD webpage at http://law.cua.edu/Career/Students , under Fall Recruiting 2011, to access the Symplicity website, or email OCPD at jobs@law.edu for assistance.
	Request one original transcript from Registrar’s office as soon as all Spring 2011 grades have been posted; make multiple copies to use as “unofficial transcript”. (See <i>Transcript Guidelines attached</i>).
	Determine the 5-8 page writing sample you will use for fall recruiting employers and make copies (see OCPD handout, “The Writing Sample”).
	Update résumé: include 2011 Summer Experience, GPA and rank , if in Top 1/2.
	Prepare List of References (see OCPD handout “References”).
	Create a cover letter to be used to apply to Direct Application employers (see OCPD handout “The Cover Letter”); you may submit to OCPD for review.
	Register for Fall Recruiting: (1) submit your résumé (see OCPD handout <i>Résumé Writing: Creating a Professional Résumé</i>); and (2) upload the same/matching résumé into Symplicity between July 11 and July 15 . It is advised that you register early to receive your revision back timely – before bid date #1 starts on July 20!!
	Check for email messages from OCPD notifying you of your approved/declined registration and ability to participate in Fall Recruiting.
	After receiving notification of approved registration, produce multiple originals of résumé on high quality résumé paper to submit to each Direct Application employer to which you will apply.
	Attend OCI and Symplicity Q&A Session on Tuesday, July 19 at 1:00 pm . (Note: This program will also be webcast for students unable to attend live).
	Apply directly to Direct Application employers during the first week in August. See the Direct Application list on Symplicity. Pay attention to deadlines specified by employers.
	Register for Mock Interview Program , held in the offices of CUA Alumni on Wednesday, August 10 . You must sign-up in OCPD July 25 thru August 4 @ noon .