

Employer	Interview room	Interview Date	Career Service App. Deadline	Job Description
<p><b>US Attorney's Office – St. Louis, MO.</b>  <b>Thomas C. Albus</b>  <b>Assistant U.S. Attorney</b>  <b>111 S. 10<sup>th</sup> St., 20<sup>th</sup> Floor</b>  <b>St. Louis, MO. 63102</b></p> <p><b>The Deadline date takes into consideration your spring break</b></p> <p><b>Keep checking your siu email over break please for appointment information.</b></p>	TBA	3/19/08	<u>3/7/08</u> <u>NOON</u>	<p><b>Position: 1Ls and 2Ls.</b>  Unpaid summer internships includes civil and criminal work.</p> <p><b>Submit: Career Services Submission form, transcript release form, Résumé, Cover letter.</b></p> <p>Applicants should have an interest in government service and a desire to work on a broad array of cases in a professional, friendly working environment.</p> <p>Materials will be send pdf by email, so résumé paper is not required.</p>

**INSTRUCTIONS for On Campus Interviews (OCI):**

1. Make sure you have filled out a transcript release form if the employer requests a transcript. The form is found on the table outside Room 212. It takes 24 hours to have a transcript made.
2. Fill out a purple Career Services Submission form found outside Room 212 for each position for which you are applying.
3. If your resume is not up to date, bring a copy of your resume and cover letter on regular paper to Patty Lynn in Room 212A. She will give a copy of it to Mary Payne to check for corrections or necessary improvements.
4. Mary Payne will notify you of any corrections needed.
5. Make the corrections and print your resume on resume paper if the submission to the employer is by mail. If the submission is by email, regular paper is fine. Submit to Patty in room 212A to include in your packet along with any other paperwork required by the employer.

The employer will preselect applicants to interview. All candidates will be notified by email. For those chosen to interview, a appointment sheet will be posted outside room 212. You will have 48 hours to sign up for an appointment slot.