

Fall 2009 Résumé Collection Dates

INSTRUCTIONS for RÉSUMÉ COLLECTION (No interview scheduled on campus) (Interviews will take place at firms location)

1. The Career Services Transcript Release Form is found at Career Services in room 104. Submit the completed form at least 48 hours in advance of any application packet deadline. The completed Career Services Transcript Release Form will be used for each employer application that you submit for the length of time you indicated on the form.
2. Submit one Career Services Submission Form (form found at Career Services in room 104) for each employer for which you are submitting application materials. 3. If your résumé is not up to date, first bring a copy to Mary Payne for a critique. 4. Make any corrections and print on résumé paper if the submission to the employer is by mail. If the submission is in pdf format by email, regular paper is fine. Make sure you submit all application materials required by each employer to Career Services by the posted deadline. Employers may contact individual students to set up interviews at their office.

This information is updated as employers are added. Always check this information at:

http://www.law.siu.edu/career_services/PDF/FALL%202009%20RÉSUMÉ%20COLLECTION.pdf.

Employer	Location	Application deadline to Career Services	Positions
Mr. Scott E. Garwood Samuels, Miller, Schroeder, Jackson & Sly LLP 225 N. Water Street Suite 301 PO Box 1400 Decatur, IL 65225-1400 http://www.smsjlaw.com/flash/index.html	Decatur, IL	Wednesday, November 18, 2009 at 3pm	Position: Summer Law Clerk (paid position) <u>Classes of 2011 and 2012</u> Submit: (Class of <u>2011</u> - Cover letter, résumé and transcript) (Class of <u>2012</u> – Cover letter and résumé only) Use regular paper for pdf submission from Career Services.
Mrs. Laura Scott Bamberger, Foreman, Oswald and Hahn, LLP 20 N.W. Fourth St, 7 th Floor Evansville, IN 47708 www.bamberger.com	Evansville, IN	Friday, December 11, 2009 at 3pm	Position: Summer Law Clerk (paid position) <u>Class of 2011 only</u> Preferred: Top 33% of Class Submit: Résumé, law school transcript and writing sample Use regular paper for pdf submission from Career Services