

To: Students Participating in the 2009 Loyola Patent Law Interview Program

From: Loyola Patent Program Staff

Subject: Bidding Deadline/Updating Your Resume On Symplicity

Date: May 8, 2009

Please remember that bidding ends Monday, May 11, at 5:00 pm, central time.

Bidding should still be available on Symplicity until 11:59 pm, eastern time, on the 11th, but there will be no one in our office after 5:00 pm central time to answer questions or assist if you are having technical difficulties. Accordingly, please complete your bidding by 5:00 pm, central time, on May 11. Please also bear in mind that the Patent Symplicity system tends to run slowly on the day of the deadline if many students are logged in at the same time. Please do not leave your bidding to the last minute!

Last year, a number of students discovered errors in their resumes after bidding for interviews had closed. To allow students to correct such errors, we have enabled a resume review period that will allow you to **change the resume associated with your bids through Friday, May 15.** However, **please note that as of Wednesday, May 13, the employers will be able to view and download student resumes.** Accordingly, we recommend that you review your resume carefully and make all necessary changes by the **end of the day on May 12.**

If you need to update your resume after bidding closes, follow these steps:

1. Upload your corrected resume on the **Documents** page.
2. Go to the **Patent Program** page. Next to the Search Filters at the top of the Patent Program page, you will see a selection box for all of the resumes that you have uploaded on the system. **Select the corrected resume that you have uploaded.**
3. If you wish to have the new resume replace the resumes associated with **all of the bids** that you have made, click the **Update All button**. If you wish to have the new resume replace **only the bids where you used your default resume**, click the **Update Default** button.
4. **If you wish to replace a resume on an individual bid**, click on the **Review button** in the left hand column next to the employer name.
5. Select your corrected resume from the dropdown menu in the Resume box, and click on the "Update" button.
6. Repeat steps 4 and 5 for each resume you wish to update individually.