

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

From: Loyola Patent Program Staff

Subject: Instructions for Submitting Materials to Resume Collect Employers

Date: May 5, 2009

RESUME COLLECT EMPLOYERS

There are a few employers who will not be interviewing at the Patent Law Interview Program on July 30th and 31st, but who are interested in seeing resumes from interested students. To accommodate these employers, we will be collecting materials (resumes, transcripts, writing samples, etc.) online through Symplicity.

Currently, there are seven employers interested in receiving materials from 2Ls and two employers interested in receiving materials from 3Ls.

Please note that Kaye Scholer (New York), previously scheduled to interview 2L students on July 30, is now participating in the program as a resume collect employer rather than interviewing at the program.

The deadline for submitting materials to all of these employers is May 28, 2009.

INSTRUCTIONS FOR SUBMITTING MATERIALS

To view the Resume Collect employers interested in your class year, go to the Resume Collect page on Symplicity. You will see these opportunities listed on the Resume Collect tab - if you do not see the listings, search "Position Type" for Patent Program 2009 Resume Collect.

- 1) Click on the **job title** ("Summer Associate" or "Associate") to view the details of each request.
- 2) If you meet the hiring criteria set out by the employers, you will want to **upload the documents requested** by that employer on the **Documents page**.
 - a. **The materials requested vary by employer**, and will be listed in **red** on the right-hand side of the Resume Collect posting under "**Note on requested documents.**"
 - b. **Please note that there is a 200kb size limitation on documents you upload onto Symplicity.** If you need to scan a document to upload it, make sure that you adjust the resolution so that the resulting electronic document is smaller than 200kb.

- c. **Please note that you can only upload one document as a "Transcript" in Symlicity.** If the employer requests both law and undergrad/graduate transcripts, upload your law school transcript as "Transcript" and your undergrad/graduate transcripts as "Other Documents."
- 3) After you upload the requested documents on the Documents page, **return to the Resume Collect posting** that you are interested in. **You will see fields on the right hand side of the screen where you can select the appropriate resume, transcript, etc. you wish to submit.**
- 4) When you have selected all of the appropriate materials, **click the Submit button** to have your materials included in the packet that will be sent to this employer after the deadline. **Disregard the "Notes" section above the Submit button that reads "Enter any extra notes you want the employer to see." Nothing entered into this field will be visible to the employers.**

UPDATING MATERIALS SUBMITTED TO RESUME COLLECT EMPLOYERS

If at any time before the deadline, you wish to change the materials you have submitted, you will need to withdraw your application and resubmit it. On the **Resume Collect page**, you will see an **"Applications" tab** (the tab furthest to the right). When you click on the Applications tab, you will see all of the Resume Collect applications you have submitted, and each will have a **"Withdraw Application" button**. Clicking on this button will withdraw the application you have submitted. Return to the **Resume Collect tab**, and follow the steps above to resubmit your application with the updated documents.

Please note that the "Withdraw Application" button will disappear after the deadline for submitting materials, and you will not be able to update your materials after this date.

WHAT TO EXPECT FROM RESUME COLLECT EMPLOYERS

In early June, we will forward the collected materials to the Resume Collect employers. If the employers are interested in interviewing you based on the materials you have submitted, they will contact you directly. Do not be surprised if you do not hear from Resume Collect employers until much later in the summer, as many employers do not begin their new recruiting cycle until then.