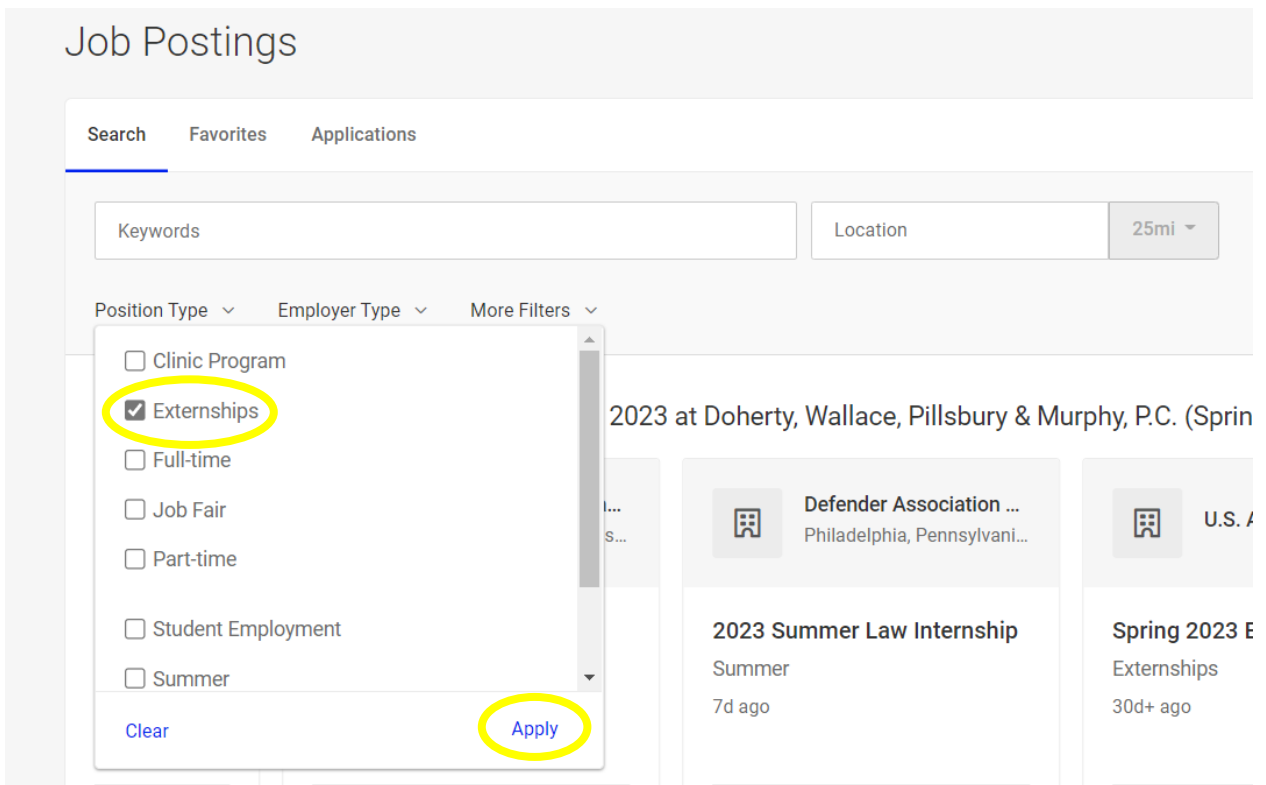


# HOW DO I APPLY FOR AN EXTERNSHIP?

- Apply to Externships through Simplicity.
- Click on the **Jobs** tab which is in the upper right corner of the screen.



- Click on the **Position Type** drop down menu, select the **Externships** option, and click **Apply**.



- To view the job description for each externship site, click on **the Job/Extern Title**.



## Spring 2023 Extern

Connecticut Public Defender Services (Hartford, CT)

Externships

- To apply, either follow the externship specific instructions i.e. applying on their website OR click **Apply** to start uploading your documents.



## Spring 2023 Extern

University of Connecticut Office of the General Counsel (Storrs, CT) [+ Follow](#)

Externships



[Apply](#)

- To add a new resume, writing sample, etc., click **Add New**.

Apply ×

\* indicates a required field

If you wish to apply, please select the document(s) to include and click Submit.

Resume \*

Choose a Resume to submit for this position.

Resume\* ▼

[Add New](#)

Writing Sample \*

Choose a Writing Sample to submit for this position.

Writing Sample ▼

[Add New](#)

Cover Letter \*

Choose a Cover Letter to submit for this position.

Cover Letter Doherty ▼

[Add New](#)

Transcript \*

Choose a Transcript to submit for this position.

- Simplicity will close out the smaller screen each time you upload a new document. Click **Apply** to go back to keep adding documents.
- Select your newly uploaded resume, etc. from the drop-down menu for each of the documents.
- Finally, click **Submit**.

Apply

Cover Letter \*

Choose a Cover Letter to submit for this position.

Cover Letter Doherty

Add New

Transcript \*

Choose a Transcript to submit for this position.

Transcript\_asof20220802

Add New

Notes

If you would like to add an optional personal note to the employer, please enter it here.  
This field is NOT required.

Submit

If you need any assistance using Simplicity, please contact Marie Fletcher at 413-782-1469.

**The deadline date to apply for an Externship is March 26 at midnight.**