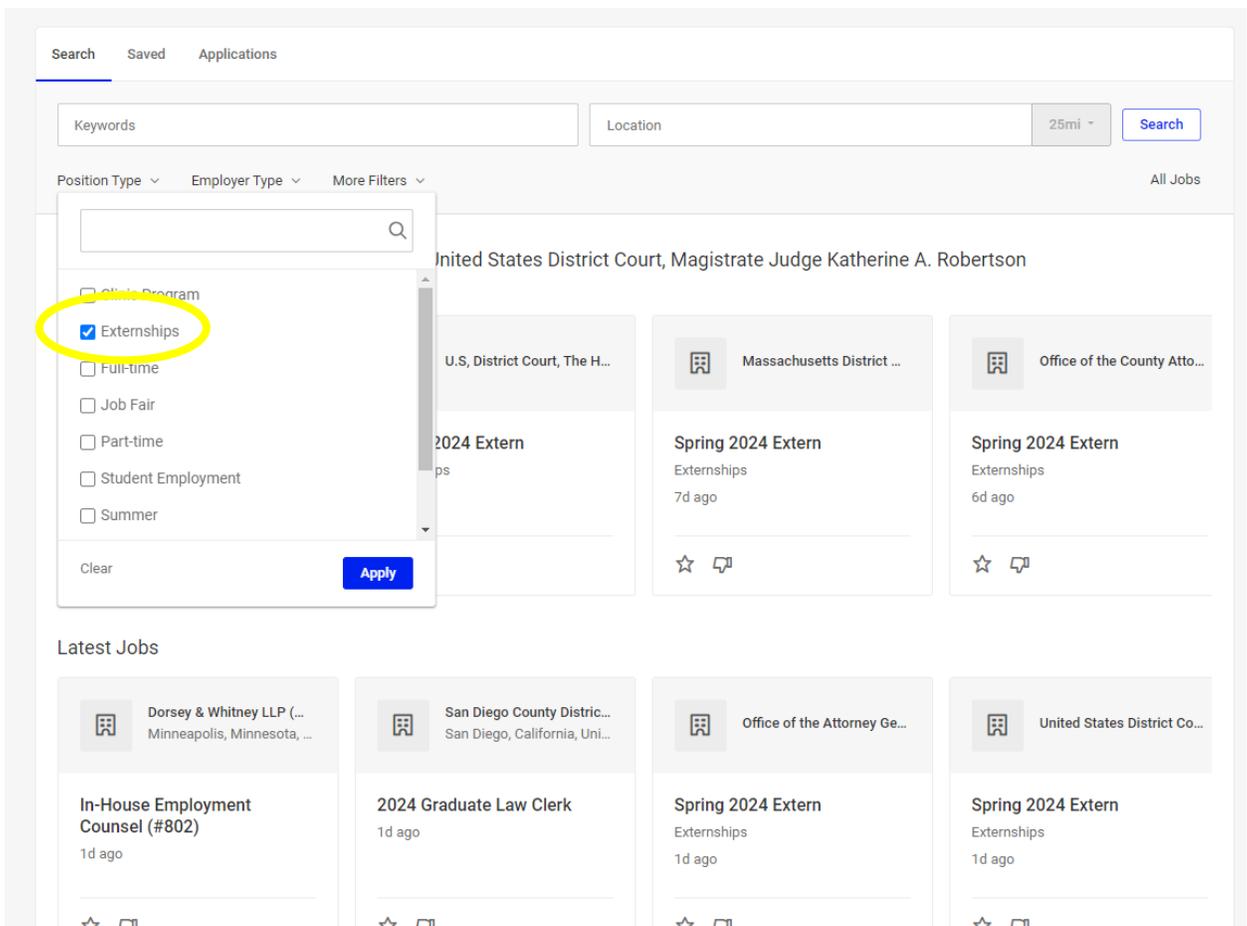


# HOW DO I APPLY FOR AN EXTERNSHIP?

- 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 2024 Extern ☆  
Office of the Attorney General, Western Massachusetts  
Division (Springfield, MA)  
Externships 1d

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

 **Spring 2024 Extern**    
Office of the Attorney General, Western Massachusetts Division  
(Springfield, MA)  
Externships

- To add a new resume, writing sample, etc., click **add a new resume/cover letter/writing sample**.

Apply to Office of the Attorney General, Western Massachusetts Division (Springfield, MA) ×

**Submit Your Application**

Resume \*  
 ▼  
[add a new resume](#)

Cover Letter \*  
 ▼  
[add a new cover letter](#)

Writing Sample \*  
 ▼  
[add a new writing sample](#)

Notes (optional)  
Additional notes you want to send to the employer.

- The newly uploaded document will appear in the section that it was uploaded. To select a previously uploaded document (such as a resume) click on the drop-down icon.

Resume \*

Resume\_asof20230926 

or [add a new resume](#)

- Finally, click **Submit**.

Apply to Office of the Attorney General, Western Massachusetts Division (Springfield, MA) ×

Submit Your Application

Resume \*

Resume\_asof20230926 

or [add a new resume](#)

Cover Letter \*

Cover Letter 

or [add a new cover letter](#)

Writing Sample \*

Writing Sample 

or [add a new writing sample](#)

Notes (optional)  
Additional notes you want to send to the employer.

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

**The deadline date to apply for an Externship is October 22, 2023 at midnight.**