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**.

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In-House Employment Counsel (#802) 1d ago	2024 Graduate Law Clerk 1d ago	Spring 2024 Extern Externships 1d ago	Spring 2024 Extern Externships 1d ago

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



• 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

Save

Apply

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

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• Finally, click Submit .		
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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.