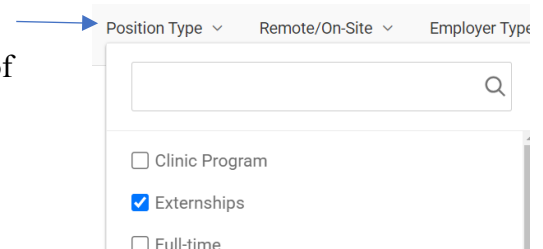


HOW DO I APPLY FOR AN EXTERNSHIP?

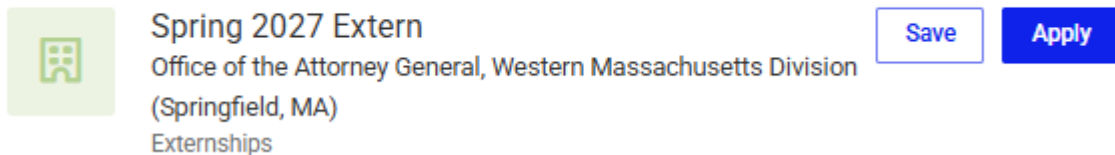
- Apply to Externships through Simplicity.
- Click on the **Jobs** tab which is in the upper right corner of the screen.



- Click on the **Position Type** drop down menu, select the **Externships** option, and click **Apply**. A list of Externship postings will appear.



- 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.



- 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 *

Resume

[add a new resume](#)

Cover Letter *

Select a cover letter

or [add a new cover letter](#)

Writing Sample *

Select a writing sample

or [add a new writing sample](#)

Notes (optional)

Additional notes you want to send to the employer.

Cancel Submit

- 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

[add a new resume](#)

- Once you have uploaded and selected all your documents, 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.

Please note: Externship applications accumulate online until the externship application deadline date. At that time all the externship applications are sent to the placement sites. However, a few externships require their own online application.

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 25th at midnight.