

THE OFFICE OF CAREER DEVELOPMENT

When can I start accessing Career Services?

Per the guidelines of the National Association for Legal Career Professionals (NALP), first-year law students cannot speak to anyone in Career Services until after October 15th of the first year.

How do I apply for On-Campus Interviews?

All job listings are available on the [AJMLS Symplicity](https://law-ajmls-csm.symplicity.com) site. Students may access Symplicity online at:

<https://law-ajmls-csm.symplicity.com/students/>. Your Username is your AJMLS email address:

UserName@johnmarshall.edu **Password:** Password

If you have forgotten your password, you may request to have it reset by clicking the “**Forgot Password**” link located on the Symplicity homepage.

What are *Resume Forwards/Collects*?

Resume Forwards are opportunities for students to submit their resumes online through [Symplicity](https://law-ajmls-csm.symplicity.com) for employment opportunities that are posted on this website. The Career Development Office will collect resumes that are submitted for each posted employment opportunity and “forward” them to the employer. The employer will then reach out to the students directly to set up interviews off campus. The Career Development Office will post all employment opportunities on [Symplicity](https://law-ajmls-csm.symplicity.com) and collect and forward resumes that are submitted to [Symplicity](https://law-ajmls-csm.symplicity.com). To participate in *Resume Forwards*, you must first check the [Symplicity](https://law-ajmls-csm.symplicity.com) job posting website for *Resume Forwarding/Collect* opportunities, and submit your resume through the website.

How do I get my resume reviewed?

To get your resume reviewed, please email an electronic version of your resume to your Career Counselor. Career Counselors review resumes on a first come first serve basis. The turnaround time for a resume review depends on the time of year and what is going on in the Career Development office, like a job fair or an impending on-campus interview deadline. We highly recommend that you not submit your resume for review at the last minute.

How do I set up an appointment to discuss career opportunities?

The Career Development Office is available weekdays, Monday through Friday, from 9:00 a.m. to 6:00 p.m. to discuss career opportunities and tools to assist you in realizing your career goals. While walk-ins are welcome, it is preferred that you set up an appointment with your Career Counselor so that you will be afforded the time and uninterrupted attention you need to discuss your career goals. To set up an appointment, please call the Career Development Office at 404.872.3593, ext. 113.

How do I find out who my Career Counselor is?

Students are assigned a Career Counselor alphabetically by class. The following is a list you can use to determine who your Career Counselor is:

Dean Betancourt	Milana Draughn	Carolyn Roan
1L's- A-F	1L's- G-O	1L's- P-Z
2L's- A-Godfrey	2L's- Goodman-Napier	2L's- Nash-Yeah
3L's- A-G	3L's H-Q	3L's- R-Z

Where are On-Campus Interviews held?

On-Campus Interviews are held in the Blackburn *Room*, which is located in the Career Development Office's Suite on the 2nd floor. **JMLS Job Fairs** are held at the Blackburn *Center*. Georgia Law School Consortium Co-Sponsored Job Fairs (five GA law schools) are usually held at Georgia State Law School in downtown Atlanta. Please check [Simplicity](#) for locations, dates and times.

Do I need a cover letter?

Each job description will indicate what application materials the employer expects.

How do I stay updated on events & seminars being help by the Career Development Office?

To stay updated on events & seminars in the Career Development Office, you can do one of the following: Check the [Simplicity](#) Announcement Board, JMTV Ads, or "like" our page on Facebook at Atlanta's John Marshall Law School Career Development Office. You can also stop by the office anytime. We would love to see you!

What should I wear to an interview?

It is extremely important to make sure that you look your best for any interview. Make sure your clothes fit and are in good repair. Practice good hygiene, but do not wear perfume or cologne to an interview because many people are allergic to fragrances. For men, wear a dark suit, white dress shirt, a conservative tie and dress shoes that are in good repair. For women, wear a dark suit, a conservative blouse that is not too tight or revealing and close-toed dress shoes. Women should not wear platform shoes or shoes with a heel higher than two inches. Also, if women choose to wear skirt suits to interviews, they should wear pantyhose. If you have any questions with regard to dress, please contact the Career Development Office at extension 113.

What is the difference between an internship and an externship?

Internships and externships are considered *non-classroom activities*. You must have a cumulative grade point average of at least 2.00 to register for non-classroom credit. Internships are temporary work experiences that are often paid, full-time positions. An externship is similar to an internship in that it offers the participant practical experience in a field of study. However, externships are often shorter in duration and unpaid, and are offered for academic credit hours. At JMLS, externship

opportunities are offered during the regular academic year and during the summer session. Students cannot receive more than 12 credit hours for externships.

For further information on externship opportunities, please contact the Director of Pro Bono Outreach and Externships or the Assistant Director of Pro Bono Outreach and Externships.