

**University of Louisville Brandeis School of Law
Office of Professional Development**

Instructions on How to Upload Resumes for 1L Mock Interviews

I. Log onto Symplicity at <https://law-louisville-csm.symplicity.com/students>

NOTE: If you are logging on for the first time, your user name is the same as your ULink user name and your password is your last name with a capital letter. You will need to complete your profile by answering all questions with an asterisk. Once you have completed your profile you will have access to the system. You may also want to change your password.

II. Upload Your Resume to Symplicity Using the Documents Tab

- 1) Go to the “Documents” tab on the left-hand navigation bar on the Symplicity Home page to upload your resume.
- 2) Click on “Add New” and you will be able to upload each of your documents.
 - The Resume will be uploaded under “Resume” by selecting the proper radio button.

NOTE: You will find examples of resumes in the Job Search Handbook you received at the mandatory meeting. The OPD staff is happy to review your resume to make sure it best represents your strengths.

III. Apply for Mock Interviews Under the OCI Tab on Symplicity

- 1) From the Symplicity Home page, click on the OCI tab on the left-hand navigation bar.
- 2) Select the Session called “2018 1L Mock Interviews” from the drop down box.
- 3) Click the “Review” button on the left-hand side. Make sure your resume shows to the right of the screen. If you have uploaded more than one resume, choose the one you want to submit for the employer by selecting it.
- 4) After you have uploaded your resume, click on “Apply”.

NOTE: The requested documents must be uploaded first before you can click on “Apply”. If they are not, you will not see the “Apply” button.

***For all questions and assistance, contact Ms. Scinta in Room 180 or jina.scinta@louisville.edu.**

The application deadline for uploading resumes is Saturday, January 6 at 10:00 a.m.