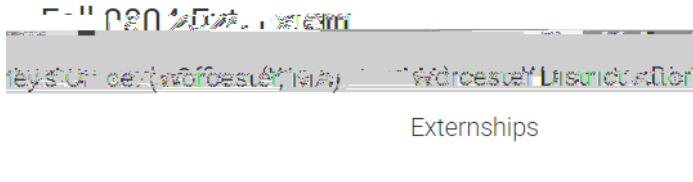


HOW DO I APPLY FOR AN EXTERNSHIP?

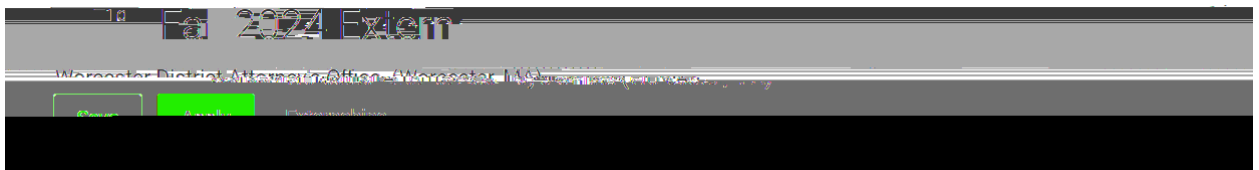
- Apply to Externships through Simplicity.
- Click on the **Jobs** tab which is in the upper right corner of the screen.



- 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**.

- 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.

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

Please note: all externship applications accumulate online until the externship application deadline date. At that time all the externship applications are sent to the placement sites.

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

The deadline date to apply for an Externship is March 23th