

MoritzLaw

MORITZ COLLEGE OF LAW • THE OHIO STATE UNIVERSITY

JOB POSTING AND RESUME COLLECTION FORM

Office of Career Services

Today's Date: _____

This request is a: Job Posting Resume Collection Closing Date: _____

Employer Name: _____

Address: _____

Phone: _____ Fax: _____

Contact Name: _____ Title: _____

FOR JOB POSTINGS, students should apply via: E-mail Fax Mail

E-mail (to receive resumes): _____

Send all applications on the closing date

Send each application as soon as it is submitted

Position For (check all that apply):

- 1L (Class of _____) 2L (Class of _____) 3L (Class of _____)
 Recent Grad/ 0-2 Years Experienced Grad/ 3+ Years LL.M. (Foreign-Trained Lawyers)
 FT Summer PT Summer PT School Year FT Associate

Job Title: _____

Job Description:

Compensation: _____ Hour Week Month Year Contract/Project

Branches/Locations Interviewing For: _____

Required Application Materials:

Resume Cover Letter Transcript Writing Sample

Other (please specify) _____

Thank you for using the career services of The Ohio State University Moritz College of Law to advertise your current vacancy. The career services of the Moritz College of Law are available only to employers who provide equal employment opportunities for all, in compliance with the policy of The Ohio State University, regardless of sex, age, race, color, creed, religion, national or ethnic origin, disability, sexual orientation, gender identity or expression, Vietnam-era or other veteran status, except as mandated by pertinent legal requirements. If your organization agrees to abide by this policy, please have a professional member of your organization sign below. Failure to sign will eliminate your organization from using the services of the Office of Career Services.

Signature: _____ Title: _____

Please return form by email to davis.5477@osu.edu or by fax to 614-292-6667.
If you have any questions, please call Lakin Davis at 614-292-0087.