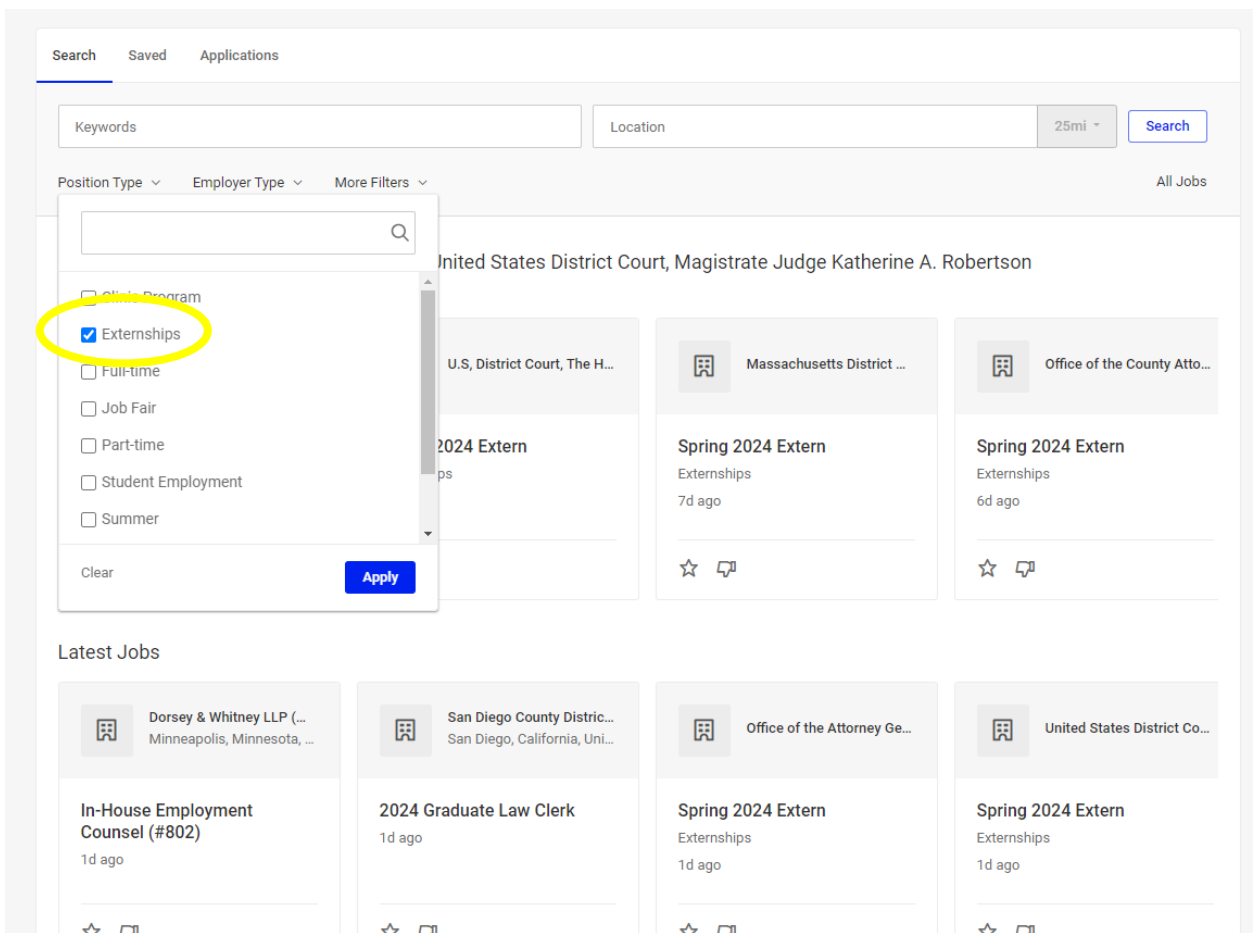# HOW DO I APPLY FOR AN EXTERNSHIP?

- 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**.

- To view the job description for each externship site, click on **the Job/Extern Title**.

Spring 2024 Extern

Office of the Attorney General, Western Massachusetts
Division (Springfield, MA)

Externships   1d

- To apply, either follow the externship specific instructions i.e. applying on their website OR click **Apply** to start uploading your documents.

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(Springfield, MA)
Externships

Save   **Apply**

- 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   ⌄
or 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 a previously uploaded document (such as a resume) click on the drop-down icon.

Resume *

Resume_asof20230926

or add a new resume

- Finally, 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.

Cancel   **Submit**

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 24th at midnight.