



Employer Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: (____) _____ Web Site: _____
Contact Person: _____ Title: _____ E-mail: _____
Hiring Attorney: _____ Telephone: _____ E-mail: _____
Office(s) for which you are Recruiting: _____

Hiring Information:

Indicate any criteria you consider in hiring our students:

The Spring On-Campus Interview Program begins February 1, 2016, and continues throughout the semester.

1. On-Campus Interview Schedule Request

Interview date(s) requested: First Choice _____ Second Choice _____

☐ On-Campus ☐ Video or Skype Interview

☐ 1Ls for part-time or summer 2016

☐ 2Ls for part-time or summer 2016

☐ 3Ls for Fall 2016 entry-level positions

☐ Candidates enrolled in the LL.M International Legal Studies Program for summer or entry-level positions

Length of interviews: ☐ 20 minutes ☐ 30 minutes

Documents requested from applicants in addition to a resume:

☐ Unofficial Transcript ☐ Cover Letter ☐ Writing Sample ☐ List of References

Please provide a brief description of the position(s) you are interviewing for _____

2. REQUEST FOR APPLICATIONS

Employers who seek to fill **full-time, part-time, or short-term project positions** with first, second and third year law students

☐ **Resume Collection** – resumes will be collected and sent in a group by the Career Development Office by (date): _____

☐ **Resume Direct*** – resumes will be sent directly by student by (date) _____ via ☐ Mail ☐ Email

☐ * Applicants are requested to apply online through our website

Accepting resumes from:

☐ 1Ls ☐ 2Ls ☐ 3Ls ☐ LL.Ms

Documents requested in addition to a resume:

☐ Unofficial Transcript ☐ Cover Letter ☐ Writing Sample ☐ List of References

Return Completed Form to:

Kym Osterbind, Recruiting Coordinator
University of Richmond School of Law - Career Development Office
28 Westhampton Way, Room 115, Richmond, VA 23173
804-289-8680 • (fax) 804-287-6516 • kosterbi@richmond.edu

The University of Richmond School of Law prohibits discrimination with regards to race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran, or any classification protected by local, state or federal law. The services and facilities of the Career Development Office are available only to those employers whose practices are consistent with this policy. The representatives of any employer using these services and facilities affirm that the employer does not discriminate.