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.