

# LAW

UNIVERSITY OF MINNESOTA  
LAW SCHOOL

## CAREER PROFESSIONAL DEVELOPMENT CENTER

### JOB LISTING FORM

To post a job with us, visit <http://www.law.umn.edu/careers/postajob.html>  
or fax this form to 612-626-7720

Date: \_\_\_\_\_ Employer: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_ U of M Graduate?  No  Yes, year: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact FAX: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Web Address: \_\_\_\_\_

**TYPE OF EMPLOYER:**  Academia  Government  Law Firm: Number of Attorneys \_\_\_\_\_  
 Corporation  Judiciary  Public Interest/Non-Profit  Other

**EMPLOYER INFORMATION:** If you do not have a Web site, kindly provide on a separate page the following information: For law firms—practice area(s), total number of attorneys. For corporations—type of business and size, location of position (e.g., general counsel's office), geographical location of position if company has more than one office. You may add other information about which you would like to inform our students/graduates.

**JOB DESCRIPTION:**  Open  Blind Posting Job Title: \_\_\_\_\_

Hours: \_\_\_\_\_ Salary: \_\_\_\_\_ Start Date: \_\_\_\_\_

Submit:  Resume  Cover Letter  Writing Sample  Other: \_\_\_\_\_  
Submit to Employer by:  Mail  FAX  Email  
 Symplicity

#### JOB SPECIFICATIONS:

Student Position:  Full-Time  Part-Time  Summer  
Student Status:  1st Summer  2nd Year  3rd Year  LLM  
Graduate Position:  Full-Time  Part-Time  Temporary  Contract  
Bar Admission Required:  Yes  No

#### DESCRIPTION OF POSITION:

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#### EXPERIENCE/SKILLS/LANGUAGES REQUIRED:

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**University of Minnesota Law School Career and Professional Development Center:**

96 Walter F. Mondale Hall, 229 – 19th Avenue South, Minneapolis, MN 55455. (612) 625-1866 / Fax (612) 626-7720 / [cpdc@umn.edu](mailto:cpdc@umn.edu)