



UNIVERSITY of ST. THOMAS

School of Law

Fall 2009 On-Campus Interviewing Registration Form

Firm/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Contact Telephone Number: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_

ON-CAMPUS INTERVIEW REQUEST

Interview dates are available from September 1 to September 30, 2009. Please list your 1st, 2nd and 3rd choices for an on-campus interview date. If you are unable to interview on any of the available dates, please let us know and we will work to accommodate your needs.

1st Choice Date: \_\_\_\_\_

2nd Choice Date: \_\_\_\_\_

3rd Choice Date: \_\_\_\_\_

Please indicate your preference for time and length of interviews. If you prefer different start or end times, please indicate that as well.

Time Preference

8:30 – noon  12:30 – 4:00 p.m.  8:30 – 4:00 p.m.  Alternate \_\_\_\_\_

Interview Intervals (includes break time between each interview)

20 minutes  30 minutes

Would you like breaks?  yes  no

15 minute morning/afternoon breaks  30-minute lunch  1-hour lunch

Names/titles of Interviewers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## STUDENT SELECTION INFORMATION

Resumes Requested from:  2L's  3L's

Selection Criteria (eg. Specific skills, academic requirements, etc.): \_\_\_\_\_

In addition to a resume, the following materials must be submitted in the pre-screen packet:

Cover Letter  Transcript  Other (please list) \_\_\_\_\_  
 References  Writing Sample \_\_\_\_\_

Please indicate to whom letters should be addressed and any information (such as students' preferred department within your firm) that should be included in cover letter: \_\_\_\_\_

## REQUEST FOR RESUME COLLECTION ONLY

We do not plan to interview on campus, but wish to have student resumes sent to us.

Please complete the following:

Resumes should be sent by the following date: \_\_\_\_\_

Resumes should be sent:  individually by students  en masse by Career Services

Thank you for your interest in taking part in on-campus interviewing at the University of St. Thomas School of Law.

**PLEASE RETURN THIS FORM TO:**

University of St. Thomas School of Law • Office of Career and Professional Development  
Mail #: MSL 124 • 1000 LaSalle Avenue • Minneapolis, MN 55403-2015

OR

**FAX TO:** 651-962-4861  
**E-MAIL TO:** [lawcareers@stthomas.edu](mailto:lawcareers@stthomas.edu)

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