Symplicity Instructions - To Apply To A Penn Law International Internship [“PLIIP”]

1. Log in to Symplicity
To log in, go to https://law-upenn-csm.symplicity.com/students. Enter your username (your 8-digit student ID number) and password on the left-hand side of the screen. If you cannot find or remember your password, please email all-cpp@law.upenn.edu for assistance.

2. Upload your resume
In order to apply, you must first upload a resume to the Documents tab. To upload your resume, click on the Documents tab and then the Add New button. Label the document, click the Browse button to search for your resume on your computer, and click Submit. Symplicity will convert your resume to PDF format; please be sure to check your resume once it is uploaded to ensure that your resume format was preserved during the conversion process.

3. Click on the Jobs tab

4. Search for the appropriate Keyword:

   **Firm name**: Aluko & Oyebode (http://www.aluko-oyebo.com)
   **Location**: Lagos, Nigeria
   **Symplicity Job #**: 8364

   **Firm name**: Anderson Mōri & Tomotsune (http://www.amt-law.com/en)
   **Location**: Tokyo, Japan
   **Symplicity Job #**: 8365

   **Firm Name**: Barun Law (www.barunlaw.com)
   **Location**: Seoul, Korea
   **Symplicity Job #**: 8366

   **Location**: Beijing, China
   **Symplicity Job #**: 8367

   **Firm name**: Bermeo and Bermeo Law Firm (http://www.bermeolaw.com)
   **Location**: Quito, Ecuador
   **Symplicity Job #**: 8368

   **Firm Name**: Bofill Mir & Alvarez Jana (http://www.bmaj.cl)
   **Location**: Santiago, Chile
   **Symplicity Job #**: 8370

   **Firm name**: Brigard & Urrutia / Brigard and Castro (http://www.bu.com.co/ingles/index.htm)
   **Location**: Bogotá, Colombia
   **Symplicity Job #**: 8371

   **Firm Name**: Celfin Capital (http://www.celfin.com/home.html)
   **Location**: Santiago, Chile
   **Symplicity Job #**: 8372

   **Firm name**: CNH France (http://www.cnh.com)
5. Review the Penn Law International Internship [“PLIIP”] requirements. Please note that each PLIIP employer has its own specific hiring criteria.

In order to apply to any PLIIP employer, you must upload at least a Resume and a Cover Letter addressed to the respective contact person. Additional application criteria may be required by the PLIIP employer so please review each listing very carefully.

To apply, tap the Apply button, and a new box will appear listing specific application criteria. Towards the bottom of the page you will see “Resume” and a drop-down box; please select the resume you wish to upload from the drop-down selections.

Next you will see “Cover Letter” and a drop-down box; please select the cover letter you wish to upload from the drop-down selections.

If a PLIIP employer requires an unofficial transcript, a separate drop-down box will appear. See https://goat.law.upenn.edu/cpp/WebPages/ReferencesWritingSamplesTranscripts.aspx for details regarding unofficial transcripts.
If a PLIIP employer requires a letter of recommendation you will need to upload it under “OTHER DOCUMENTS”. CP&P handles the formatting and printing of all faculty letters; please contact Caroline Ruhle at cruhrle@law.upenn.edu for further details.

To finalize your application you must tap the Submit button.