**Michigan State University College of Law**  
**Career Readiness Guide - Plan Checklist**

- **Symplicity Profile**
  - Enter your contact information, including a non-MSU email address, phone number, and other basic information
  - Identify your practice area(s) of interest
  - Identify your geographic preference(s)

- **Documents Uploaded to Symplicity**
  - Current [resume](#)
  - Additional documents
    - [Cover letter](#)
    - Unofficial transcript (available through your [StuInfo](#) account)
    - [Writing Sample with cover page explaining it](#)

- **Report all legal-related employment to CSO***
  *For now, CSO will input the employment information into Symplicity for you after you report it. Eventually, you will input your own employment information.*
  - In the Experiential Learning section of Symplicity, add information about externships (placements for credit) or clinics
  - In the Employment section of Symplicity, add information about other legal positions you have secured

- **Meet with CSO for one-on-one advising**
  - At least once per year