

The official newsletter of the Office of Career and Professional Development

JOIN US FOR UPCOMING SESSIONS

Tea With the Bench

Join Career Services for "Tea With the Bench" on **Monday, February 1, 2021 1PM-2:15PM**. North Carolina District Court Judge and NCCU Law Alumna Judge Shamieka Rhinehart will be present to have a virtual tea and conversation about her role as District Court Judge and her path to get there. Come with your tea and questions.

The session will be held here:

<https://ncculaw.zoom.us/j/91825533034>

Meeting ID: 918 2553 3034

Live Cover Letter Workshop

Join Career Services for the "Live Cover Letter Workshop" on **Monday, February 1, 2021 5PM-6PM** and **Friday, February 5, 2021 12PM-1PM**. The workshop will be hosted by Career Services Assistant, Erika Westbrook, and will focus on how to turn the 'Cover Letter Guide' into a working document.

The sessions will be held here:

<https://ncculaw.zoom.us/j/5965654733>

Meeting ID: 596 565 4733

Passcode: 633952

On Campus Interviews (OCIs)

Interviewing Resources

Visit [Vault](#) for short Interview Prep Videos and Insight on Interview Questions – You must access Vault through NCCU’s Symplicity (left Navigation Menu under Jobs & Internships).

Ensure your lighting is good and test your technology well before your interviews– Check out the Article in NCCU’s Symplicity – Resource Library called “Mastering the Virtual Interview.”

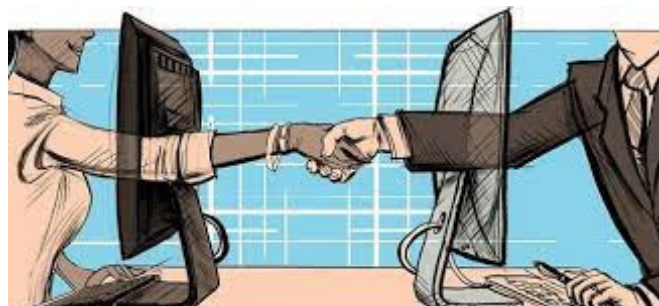
Research your interviewer and the company. Visit their website, LinkedIn, articles, Glassdoor, Vault.

This information will help you understand what they value as a company and what the interviewer values. The information that you gather can also help the conversation flow better.

Need a light way to figure out where to focus your interview prep efforts? Take this short quiz <https://www.proprofs.com/quiz-school/story.php?title=job-interview-quiz>

Bonus: There are many interview resources in the Resource Library in NCCU’s Symplicity

- Recording of Mock Interview Skills (legal-specific)
- Interview Basics
- How to Pitch Your Value In An Interview
- 3 Questions Every Candidate Should Ask and more.



Be sure to check your email for interview related information.

Bidding Deadlines:

February 2, 2021
15th Prosecutorial District
Attorney's Office
US Army JAG

Common Requested Documents

Resume
Cover Letter
Unofficial Transcript
Writing Sample

SYMPPLICITY SPOTLIGHT

law-nccu-csm.symplicity.com

Symplicity 'Zoom Room' Hours

Monday	1:00pm-2:00pm
Wednesday	5:30pm-6:30pm
Friday	5:30pm-6:30pm



Get assistance in *real time* with all things Symplicity. A member of Career Services will be available to answer any questions or concerns that you have regarding the Symplicity platform.

<https://ncculaw.zoom.us/j/9893627060>

Meeting ID: 989 362 7060

Meet the Staff!

At the website you will find the OCPD contact list, which will be updated regularly. Also, helpful how-to guides will become available for your reference soon!

<https://law.nccu.edu/students-2/admissions-office-staff/>

SYMPPLICITY SPOTLIGHT

law-nccu-csm.symplicity.com



NC Central
UNIVERSITY

SCHOOL OF LAW
Office of Career and Professional Development



New in Symplicity

Career Services and the Legal Writing Center collaborated and produced a NEW cover letter guide. The guide can be found in Symplicity on the Home Page "Career Tools and Advising" and in the Resource Library. Let us know what you think!

There are new jobs and internships posted in Symplicity weekly. Be sure to check the site regularly.

IF YOU MISSED ANY OF "WHAT'S HAPPENING"

Log into **Symplicity** to see the events above and more sessions located on the calendar for events, information, sessions and workshops. We also have recordings of webinars for Creating Resumes, Preparing for Interviews and Mock Interviewing located in our Resource Library (to name a few). Just click the **Resources** on the left navigation menu.

BE ON THE LOOKOUT

Be sure to be on the lookout every Friday for the latest Employment Opportunities (internships, externships, and job postings) from Career Services. The email will be from Symplicity.

