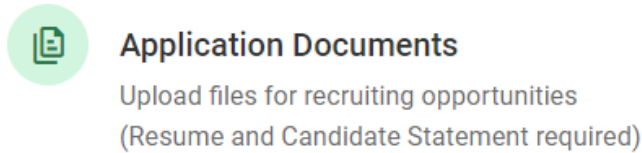
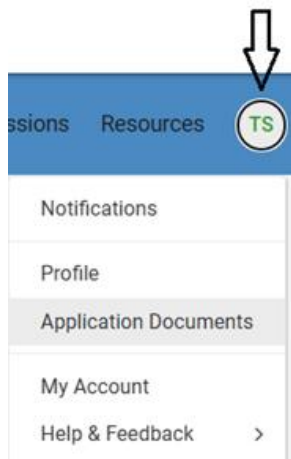


# SELSC – (1) INSTRUCTIONS FOR UPLOADING APPLICATION DOCUMENTS

- 1) Log into your SELSC/Symplicity account [here](#).
- 2) Use the Forgot Password utility on the login screen if you need to reset your password.
- 3) On your home page dashboard, you may access the Application Documents module by
  - (a) clicking this tile:



or (b) clicking your account avatar in the upper right corner and selecting Application Documents from the popup menu:



- 4) Click “Add New” and follow the prompts.

Document Type

Resume

Cover Letter

Unofficial Transcript

Writing Sample

Candidate Statement

- 5) Take care to assign the correct radio button to each upload under Document Type, to avoid files showing up in the wrong picklist.

## Application Details

Employer: Test Employer

Application:

1

Resume:

Cover Letter - Test Employer

Cover

Letter:

none found

- 6) Be sure to give multiple cover letters distinct labels during the upload process, so you can correctly identify them in the Application utility. \*Employers do not see these labels.

- 7) You are encouraged to save your documents as PDF files before uploading them to Symplicity. Be sure to preview them to ensure the Save As went smoothly. \*Standard fonts and bullets are best practice to avoid conversion errors.
- 8) Resumes and Candidate Statements are required for all applications. \*Refer to the SELSC website for guidance on preparing your document: <https://selscon.org/the-candidate-statement>.
- 9) Cover Letters, Transcripts, and Writing Samples may be required by some employers. \*Be sure to check each schedule for specific directives from employers under Application Notes. *Attention to detail matters!*
  - a) Employers may specify what information they want to read in your cover letter – tailor those letters accordingly. \*Be sure to address your letter to the recipient provided for you in the schedule (name and title). This may not necessarily be the primary recruiting contact who posted the schedule. *Never address a letter To Whom It May Concern!*
  - b) Employers that request writing samples may post specific requirements (restricted number of pages, raw/unedited by others, etc.).
  - c) During the application process, employers may require that you post the office(s) for which you want to be considered in the Preferred Location(s) text box under Application Details. *Don't overlook this!*
- 10) Undergrad transcripts may be requested by Patent Law/IP firms. Interviewees with those employers will be prompted to upload scanned college transcripts to Flo pre-interview. *Obtain them early!*