

**Job Information Sheet**  
**Thomas M. Cooley Law School**  
**Career and Professional Development Office**  
**300 S. Capitol Avenue, P.O. Box 13038**  
**Lansing, MI 48901 – 3038**  
**Telephone: (517) 371-5140, Ext. 4110 Fax: (517) 334-5756**  
**E-mail: [cpdoffice@cooley.edu](mailto:cpdoffice@cooley.edu)**

**Position:** \_\_\_\_\_ **Salary:** \_\_\_\_\_ **Deadline:** \_\_\_\_\_  
(example: attorney, law clerk, paralegal, etc.)       Don't Publish      (if applicable)

**Description:** Please provide the firm's area(s) of practice or a company description. If applicable, please include the number of hours per week; starting date; list the duties and responsibilities; and any information regarding the position you wish to have published.

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**Additional Qualifications:** List specific and preferred requirements. (Example: *Must be a third year law school student with excellent research and writing skills.* OR *Must be a licensed attorney that graduated in the top-third of class.*)

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**To Apply:** List the materials that must be submitted and the process in which to submit them. (Example: *Fax, mail, or e-mail cover letter, resume, writing sample, transcript(s), and/or references by e-mail, mail, or fax.*)

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**Blind Ad:**       Yes       No

Any additional  
Information:

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*Thank you for listing your employment opportunity with Thomas M. Cooley Law School.  
Thomas M. Cooley Law School only accepts advertisements from Equal Opportunity Employers.*