

PENN UNDERGRADUATE LAW JOURNAL

Application for Business Department Staff

Thank you for expressing interest in the Penn Undergraduate Law Journal. We are the University of Pennsylvania's newest undergraduate research journal, and the only undergraduate publication centered on law and the legal system.

PULJ is looking for new Business Department staff members. Business staff seek and secure advertisements for each published issue, assist the Business Department Manager in upkeep of the journal's SAC finances, and work to acquire sponsorships (e.g., from LSAT test prep companies). No legal interest or knowledge is presumed or required.

If question (3) do not apply to you, please write: *Not Applicable*. You *will not* be at a disadvantage for failing to answer question (3). Questions should be answered using this form.

Please email your completed application form and resume as .pdf attachments to contact@pulj.org. The subject line should read: **Last Name, First Name — Business Staff**.

Every applicant will be notified of his or her application status in early September. If selected for an interview, the applicant will most likely be interviewed once, but an additional round is possible.

Application deadline: **September 6 th , 2019 at 11:59 PM**

We look forward to reading your application.

- The PULJ Team

1. Why are you interested in being a Business Department staff member?

2. Business staff communicate regularly, by phone, by email, or in person, with company/ sponsor representatives and Penn financial liaisons. What experience do you have with this type of outreach/ communication? Do you consider yourself an effective communicator?

3. What experience, if any, do you have with business and finance?

4. Please describe your extracurricular or other out-of-class commitments and their weekly demands in terms of hours.

5. Please list one of your strengths and one of your weaknesses. Use no more than two sentences.

6. Share something with us that isn't on your resumé.