



IMMIGRANT LAW GROUP PC

333 SW Fifth Avenue Suite 525, Portland OR 97204
p: 503.241.0035 f: 503.241.7733 w: ilgrp.com

How To Apply for a Job at ILG

It is important to understand that we will review only job applications that comply with these instructions. Please pay special attention to the requirements for your resume and cover letter. Pay attention to the finer points and the details -- because we will. Resumes or cover letters with errors will not get you too far in our competitive process. There are 4 steps to applying for a job at ILG:

- (a) Complete the ILG Application For Employment form.
 - (b) Create a resume that complies with the ILG Resume Guidelines
 - (c) Create a cover letter that complies with the ILG Cover Letter Guidelines
 - (d) Submit (a), (b), and (c) to jobs@ilgrp.com as PDF documents.
-

Guidelines for Your Resume & Cover Letter

Your Resume. In order for us to evaluate your qualifications, your **resume** should adhere to these guidelines. If your resume does not adhere to these guidelines, we will not consider your application.

Your resume must include the following:

- (a) Your name, address, telephone number and email address
- (b) Your post-high school educational history that includes ALL schools attended after you graduated from high school. You should list the name of the school, the years you attended, your final grade point average, your major, any degree awarded and the year awarded. You may also include any other special recognition, award, scholarship, or other item from your educational history.
- (c) Your high school educational record. You should list the name of your high school and indicate if you graduated. Please do not include the year you graduated. If you did not complete high school, you must have obtained a GED in order to apply for a job with our firm. In that case, indicate that you received a GED.
- (d) Your work history. You should list all your work history for the last ten years. You may list additional work history, if

you wish. You should include the name of the firm where you work or worked, your position, the dates of service (by month and year), and your supervisor's name. You may list other accomplishments, awards, skills, training, or other notable items related to your work history.

- (e) Your language skills. You should list the languages you speak, read, write, and understand and describe the level of your fluency. We test language skills and expect that if you say you are fluent that you are, indeed, fluent.

Your resume is not limited to the items above; you may list other items that you wish us to consider that relate to your skills, abilities, and accomplishments. However, you should NOT include:

- (a) Your photograph
- (b) Your gender, date of birth, age, family status, or personal identification numbers.

Your Cover Letter. We use your **cover letter** to understand more about your experience and skills, your writing ability, and your interest in the work we do at our firm. Your cover letter must:

- (a) Explain your commitment to social justice, *or*
- (b) Detail any past experience you have working with immigrant communities.

You may also wish to describe how you have used your English and Spanish or other foreign language abilities in your cover letter.



Application for Employment

1	Applicant Information
Name	
Email	
Mailing Address	
Telephone	

2	Position Information
Position Applied for	
Date available for work	
Have you applied for a job with us before?	

3	Circle One
Have you ever been convicted of any type of felony or any offense involving fraud, dishonesty, misappropriation of funds, or theft?	Yes No
If YES, please list the offense, the jurisdiction, the case number, and the date of conviction on a separate sheet of paper.	
<small>Answering "yes" does not disqualify you from employment. Factors such as date of offense, seriousness, nature of the offense, rehabilitation and position applied for will be taken into account. On a separate sheet of paper, you may provide any statement regarding the offense.</small>	

4	Certification
By signing and submitting your application, you promise that you have provided and will provide truthful information in the job application process and that you understand that providing intentionally false or misleading information will result in your disqualification and, if later or whenever discovered, may result in termination if offered a position.	
X	
SIGNATURE	DATE

Did you remember to: - attach your resume? - attach your cover letter? - follow the resume and cover letter guidelines?	Mail your complete application in PDF format to jobs@ilgrp.com
--	---