Directions to access Villanova Law Resume Books on Symplicity:

1) Log In to your Villanova Law Symplicity account
2) Click the Resume Books tab on the top menu bar, far right hand side
3) Click on the name of the Resume Book you would like to review (i.e. “1L Seeking”, “2L Seeking”)
4) You will see a list of students that have included their resumes in the resume book. To view each students resume, click on the icon that looks like a piece of paper under the tab “Resume” on the far right hand side of the student’s name
5) To email a student or number of students the same message after viewing their resumes:
    a. Put a “+” in the box to the far left of the students name. You can select as many students as you wish.
    b. Under “Batch Options”, click “Mail to Checked”
    c. You will be prompted to complete the email message. Once complete click “Next”
    d. You will see a list of recipients. If OK, click “Send Messages”
    e. You email will be delivered to each student with the same message.
6) To create a PDF of student resumes in publication form:
    a. Put a “+” in the box to the far left of the students name. You can select as many students as you wish.
    b. Under “Batch Options”, click “Generate Book” and click “Submit”
    c. You will receive an email when the PDF has been created
    d. Then, hit the green back button next to your name underneath the “home” tab
    e. Click the tab “Publication Requests”
    f. The PDF you created will be available for print from this tab.