



Council for Educational Travel USA

## **Trainee/Internship Program Offer** **(10446) Law Office Program – San Francisco, CA**



**Program Duration:** 6–18 months

**Compensation:** Intern: \$1,500 per month | Trainee: \$2500 per month

**Housing:** not provided

**Number of Position Offered:** 1

### **Host Company Description:**

Located in San Francisco, CA this law firm practices in a variety of areas including corporate, real estate, labor, tax, intellectual property, and litigation law. With individualized attention to every case, they are able to provide high-focused, high-quality legal assistance and pride themselves on providing the best, cost-effective legal services in the San Francisco area. They are seeking interns and trainees in the law field to join and learn from their team of skilled attorneys.

### **Program Description:**

- Participate in opportunities to learn and work on all aspects of cases
- Conduct intake, legal research, and investigation
- Prepare and file complaints
- Participate in deposition, trial, resolution, and appeal processes

### **Applicant Qualifications:**

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **law** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **law** degrees and have at least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years in the field
- Applicants must speak advanced English with excellent verbal and written communication skills
- Two years (or more) of experience working as a paralegal is preferred but not required.
- Familiarity with legal research
- Familiarity with drafting legal documents

### **How to Apply:**

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title