



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 have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **law** field acquired outside the United States OR 5+ years of experience in this 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