



Council for Educational Travel USA

Trainee/Internship Program Offer

(10504) Legal Practice Program – Miami, FL



Program Duration: 12 – 18 months

Compensation: \$15.00 per hour

Housing: not provided

Host Company Description:

The host company is a full service, immigration law firm that specializes in helping immigrants and their loved ones with a wide range of different legal situations in the U.S. and helping many immigrants realize their goals and their American dream. In addition to immigration-related cases, the firm also helps with criminal defense, personal injury law, estate planning, and family law.

Program Description:

- Learn how to handle all aspects of a client's case (communication, drafting pleadings, discovery, preparing for and attending court hearings/trials, conferences)
- Receive training in legal services (legal research; drafting motions, pleadings, orders, judgments, and status updates; and overseeing and analyzing discovery)
- Gain experience during court during motions, hearings, and at trial. Conduct initial consultations with prospective clients and serve as the principal contact between the Firm and its clients
- Shadow and learn how to prospect for new clients through marketing, networking, writing articles, and speaking engagements

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

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