



**CETUSA**  
Council for Educational Travel, USA

## **Trainee/Internship Program Offer**

### **(10586) Law Office Operations Program – Marco Island, FL**



**Start Date:** November--December 2021

**Program Duration:** 12–18 months

**Compensation:** \$15 per hour

**Housing:** not provided

**Number of Position Offered:** 1

#### **Host Company Description:**

Originally established in 1977, this civil law firm has been providing legal advice and expertise for over three decades. Located on scenic Marco Island of the coast of Florida, the firm is dedicated to its community and providing them with top notch legal services. They are currently seeking a motivated individual who is eager to experience an American law office setting.

#### **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
- Understand the organization of the firm and learn daily functions

#### **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
- 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
4. Please provide a writing sample and cover letter with resume