



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10595) Law Office Program – Orlando, FL



Start Date: January–February 2022

Program Duration: 12–18 months

Compensation: \$14 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

Based in beautiful Orlando, FL, this law firm primarily practices personal injury law, but assists in other cases as well, including illegal deportation. Orlando is a vibrant and busy city, filled with people of different cultures and backgrounds, and it is this diverse community that the law firm seeks to aid with legal expertise and advisory services. They are looking for a talented individual with Spanish speaking skills, who is hoping to gain experience in the law field.

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
- **Spanish language is required**

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