



## **Trainee/Internship Program Offer**

### **(10661) Law Office Program – River Edge, NJ**



**Program Duration:** 12–18 months

**Compensation:** \$15 per hour

**Housing:** not provided

**Number of Position Offered:** 1

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

This law firm practices personal injury law and is located about an hour outside of New York City. They aim to provide exceptional client care, passionate representation, and experienced legal advice to their clients. Their areas of expertise include personal injury, workers compensation, car accident, employment law, and more. They are seeking interns and trainees who are eager to learn about the legal field and motivated to grow their careers.

#### **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
- Train alongside fellow interns and an experience management team that will be your guide through the legal field
- Gain knowledge of industry software, personal injury law, and the legal field in general

#### **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
- Familiarity with legal research
- Familiarity with drafting legal documents
- Microsoft Suite and Outlook skills

**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