

奥睿律师事务所 北京 / 上海实习生项目



奥睿律师事务所是一家在全球拥有约 1100 名律师、22 个办事处国际律师事务所。全球各办事处和律师为实现服务客户并打造一家恒久机构的目标而共同努力。

奥睿亚洲团队拥有超过 120 名律师和法律专业人士，以及近四十年的为国内外客户提供广泛的中国本土及跨境法律服务的无可比拟的骄人纪录。奥睿设在北京、香港、上海、东京和台北的办事处以及我们的韩国和越南业务团队，使得奥睿可以为客户提供覆盖整个地区和全球的全方位法律服务。

奥睿在亚洲的客户包括位列财富 100 强的公司、主要行业和金融公司、商业和投资银行、快速增长型企业和新兴公司以及政府实体。

奥睿获得表彰的大中华区业务得到《亚太法律 500 强》(Asia Pacific Legal 500)，《钱伯斯亚洲》(Chambers Asia) 和《国际金融法律评论》(ILFR 1000) 的高度评价。

如需要更多相关资讯，请访问 www.orrick.com。

奥睿现在为优秀学子提供实习机会（名额有限）。入选学生将服务于奥睿北京和上海代表处的中国公司业务部，进行为期6或12个月的全薪实习。实习生如在实习期内表现卓越，待实习期满后将得以受聘为奥睿的正式一员。

实习生将在奥睿实习期间体验到国际律师事务所紧张而又充满活力且发展迅速的工作氛围，获得实际工作经验，并参与到前沿交易的业务中。此外，实习生也可借此良机，广泛接触我所的业务领域，并参加我所一系列的培训项目。实习生的工作职责涵盖面广，包括法律查阅研究、准备法律备忘录以及起草中英文公司业务文件和交易文件等。

实习生候选人必须具备以下条件：

- 就读于中国知名法学院，成绩位列前茅
- 母语为中文
- 英语流利
- 出色的法律查阅研究和法律写作的能力
- 具有团队合作精神，适应高压工作环境

实习申请时间表：

计划一：于每年7月至12月的实习计划：

每年1月至2月：法学专业的三年级本科生和二年级研究生提交实习申请

每年3月至4月：面试，笔试和评审

每年5月：确定入围学生，签订实习合同

计划二：于每年1月至6月的实习计划：

每年8月至9月：开学后为法学专业的四年级本科生和三年级研究生提交实习申请

每年10月至11月：面试，笔试和评审

每年12月初：确定入围学生，签订实习合同

申请方式：

请将个人申请函、简历、成绩单、英文写作范本及相关推荐信或评语，以电邮形式发送至北京或上海代表处相关负责人，务必于电邮内说明所申请的实习时间段。

• 上海实习生项目：

Ms. April Guo, 47th Floor, Park Place, 1601 Nanjing West Road, Shanghai 200040 or shanghai recruiting@orrick.com

• 北京实习生项目：

Ms Michelle Wang, 22nd Floor, South Tower, Beijing Kerry Centre, 1 Guang Hua Road, Chaoyang District, Beijing 100020 or beijing recruiting@orrick.com

ORRICK CHINA INTERNSHIPS



Orrick, Herrington & Sutcliffe LLP is an international law firm, with approximately 1,100 lawyers in 22 offices worldwide working together to pursue the objectives of serving its clients and building an enduring institution.

Orrick's Asia team of over 120 lawyers and legal professionals has an unprecedented almost 40 year track record in advising Chinese and international clients on a broad range of China and cross-border legal matters. With established offices in Beijing, Hong Kong, Shanghai, Tokyo and Taipei, and dedicated Korea and Vietnam practices, we offer clients a full regional and global legal service.

Our clients in Asia include *Fortune 100* companies, major industrial and financial corporations, commercial and investment banks, high-growth companies and start-ups, and governmental entities.

Our award-winning Greater China practice is highly ranked in the *Asia Pacific Legal 500*, *Chambers Asia* and *ILFR 1000*.

For more information, please visit our website www.orrick.com

Orrick is offering a limited number of internship opportunities for outstanding students to work in our China Corporate department in Beijing and Shanghai. This is a fully paid 6 or 12-month internship. Offers of permanent employment may be made to successful interns upon satisfactory completion of their internship.

The Orrick internship will enable you to gain practical experience with a busy, dynamic and fast-growing international law firm and work on cutting-edge transactions. You will be given broad exposure to our firm's practice areas and excellent opportunities to participate in the firm's training programs. As an intern, your responsibilities will cover a wide range of projects, including conducting legal research, preparing legal memoranda and drafting corporate and transaction documents in Chinese and English.

To be eligible for the Orrick China Internship, you must meet the following criteria:

- Top 5% student from a leading law school in China
- Native Chinese speaker
- High level of fluency in English
- Capable of quality legal research and writing
- Detail-oriented and a quick learner
- Willing to work in a team and in a high-pressure environment

Timetable for Applications:

(1) For July – December Internship Program:

January – February: Penultimate year law students submit applications for internships to be undertaken during their final year

March – April: Interviews and assessments

May: Offers made to successful applicants

(2) For January – June Internship Program:

August – September: Final year law students submit applications for internships to be undertaken during their final year

October – November: Interviews and assessments

Early December: Offers made to successful applicants

Application Process:

To apply, please send an email stating the dates of the internship program applied for and attaching your cover letter, resume, law school transcripts, English writing samples and references to:

- for Shanghai internships:

Ms April Guo, 47th Floor, Park Place, 1601 Nanjing West Road, Shanghai 200040 or shanghairecruiting@orrick.com

- for Beijing internships:

Ms Michelle Wang, 22nd Floor, South Tower, Beijing Kerry Centre, 1 Guang Hua Road, Chaoyang District, Beijing 100020 or beijingrecruiting@orrick.com