



## CALL FOR AN INTERNSHIP OPPORTUNITY

A&Z Law Firm is looking for intellectually curious and diligent students for its internship program in China. Currently all internships are conducted remotely.

A&Z is a leading Chinese law firm, which employs over 50 experts, composed of a team of professionals comprising attorneys, legal assistants, and business specialists across 7 offices and focusing on 11 legal practices. Having been active in Shanghai since 2004, A&Z's presence has expanded through the establishment of offices in Beijing, Dalian, Wuhan, Xiamen, Tianjin and Tokyo.

We are devoted to bringing the highest standard of legal services to our clients and we have extensive experience working with international companies from all over the world. You can also visit our website for more information: <http://www.a-zlf.com.cn>

The successful candidates for this online internship will learn about the Chinese legal system, some aspects of social media and communications, as well as the latest news and developments of China's economy and politics.

The internship will have a duration of 3 months, part-time (15 hours per week) and will be conducted remotely.

### What does the internship offer?

- Become part of a dynamic and highly dedicated legal and business development team
- Contribute to the marketing efforts by the corporate law firm with international clients
- Develop a solid understanding of current developments the Chinese market
- Apply your conceptual knowledge and engage in preparing PPT presentations and multimedia materials
- Familiarize with the steps involved in legal work and building a network and client relationships



- Expand the skills you have acquired during your studies, by conducting research based on English and Chinese primary and secondary sources
- Engage in various research projects with an intercultural team, which will allow you to develop the necessary cross-cultural understanding required for any career containing an international element
- Expand your communication skills and teamwork skills, both of which are fundamental for you to succeed in any work environment

### **What do we expect from you?**

- High motivation and a passion for learning
- A strong academic record
- Excellent research and analytical skills
- Outstanding attention to detail when preparing and proof-reading documents
- Ability to work efficiently, independently, online and in an international team
- High degree of reliability
- Languages:
  - Excellent knowledge of English.
  - Skilled at writing journalistic and/or social media articles in English would be a plus.



上海 Shanghai · 大连 Dalian · 北京 Beijing · 武汉 Wuhan · 厦门 Xiamen · 天津 Tianjin · 东京 Tokyo

- Mandarin Chinese or another language skills (ability to read and summarize source content concerning a wide range of topics) would be a plus.
- Proficient in Microsoft Office (especially Word, Excel and PowerPoint)
- Working knowledge of image editor and/or video editing programs would be a plus
- Social media and communication skills would be a plus

## APPLICATION PROCEDURES

### Eligibility

- Graduates: MA programme
- Graduates: PhD programme

### Deadline to submit the application documents

- Autumn internship (Duration September 15 – December 15): **August 15**

### Documents to submit

1. Short CV (max. 2 A4 pages, with an indication of the current grade point average)



2. Cover letter (max. 1 A4 page). Please outline why you are the right candidate for an internship with us. Include your knowledge, skills and relevant experience that you would bring to the law firm, and how an internship would complement your academic interests (200-400 words)
3. Language Level Certificate (not mandatory, but recommended for demonstrating foreign language expertise)

### Contact details for submissions

- Compile all your documents in English and placed in a single PDF file. Please do not send us anything other than the documents required. All other documents will not be considered.
- Send your application via email to Ms. Anna Lukina [alukina@a-zlf.com.cn](mailto:alukina@a-zlf.com.cn) and Ms. Elena Gomez [egomez@a-zlf.com.cn](mailto:egomez@a-zlf.com.cn)
- The subject of your email should include the keywords "A&Z Internship Programme SURNAME Name"
- Internship placements are competitive and only complete applications will be considered. Applications received after the deadlines may not be processed or receive a response.

### Selection process

Successful applicants for will receive an email and will be invited to a personal Zoom interview.