**Law Firm Recruitment Notice - Sample**

**[Firm name]**

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| Position:  | **Trainee Solicitor [year of intake]** |
| Job category:  | Law Firm – [Trainee Solicitor / Summer/Winter Internship] |
| Job type: | [Full-time] |
| Firm’s practice areas: | [Corporate commercial] |
| Requirements:  | [\**Please add/delete as appropriate*:]* 2:1 (second class honors, division one)
* Completed PCLL courses
* To start in [🞄] after completion of PCLL program

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| Application procedures: | [Fill in online application at [🞄] / Send CV/Cover letter by email to [🞄]] |
| Application deadline: | [🞄] |
| Interview period: | [🞄] - [🞄]  |
| Selection process/criteria: | [\**Please add/delete as appropriate*:]* Academic achievements
* Aptitude test
* Case study / legal problem solving
* Language proficiency test (in written and spoken English, written Chinese and spoken Chinese (both Putonghua and Cantonese))
* 1 [panel] interview
* Relevant work experience will be considered
* [Other assessment]
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| Contact: | [Name] – [Title/Position]Tel: [🞄] Email: [🞄]  |