**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 |
| 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] |
| Contact: | [Name] – [Title/Position]  Tel: [🞄]  Email: [🞄] |