



LIMITLESS OPPORTUNITY

Paul Hastings Campus Recruiting Presentation – Peking University

美国普衡律师事务所 – 北京大学招聘宣讲会

2013 年 4 月 12 日周五下午 3:00 北京大学凯原楼模拟法庭

▪ Introduction of Speakers 发言人简介

Jenny Sheng, Partner, Paul Hastings Beijing 盛佳, 美国普衡律师事务所北京代表处合伙人

Sean Tai, Partner, Paul Hastings Shanghai 戴源旭, 美国普衡律师事务所上海代表处合伙人

▪ Presentation Schedule 宣讲会流程

- Presentations by Partners of Paul Hastings and Q&A 合伙人介绍本所实习项目及问答环节
- Résumé Submission & Gifts 收集简历和发放纪念品
- Résumé Review and Selection of Candidates for On-site Interview 简历筛选及当场面试
 - students who submit their résumés shall wait outside of the classroom for 30 to 40 minutes 递交简历的同学请在教室外等候 30-40 分钟
 - names of the selected candidates for on-site interview will be announced 当场面试候选人名单会随即公布
- On-site Interview of Intern Candidates 当场面试

▪ Requirements on Résumé 简历要求 (请同学们尽量把简历提前准备好带到宣讲会现场递交)

Please include the following information in the Résumé 请在简历里包含如下内容:

- Name, Contact Info, Grade and Time of Graduation 姓名、联系方式、年级和毕业时间
- Major and GPA 专业和学积分
- Education and Internship Experience 教育和实习 (包括社会活动) 经历
- Language Skills and Interests 语言能力和兴趣爱好等
- Transcripts 成绩单 (作为附件)

▪ Candidate Qualifications 应试者资质

- a top 10% student from a leading law school in China; 顶尖法学院前 10% 的学生;
- expects to graduate with an LL.B. or LL.M. in 2014; 将于 2014 年本科或硕士毕业;
- native Mandarin Chinese speaker; and 母语为中文普通话; 以及
- fluent speaking English and able to draft documents in English. 英文口语流利并可用英文撰写文件。

Please bring your résumé and transcripts to the presentation. 请同学们把简历带到宣讲会现场递交。

If you are unable to participate in the presentation, please send your application, résumé and transcripts to either of following email addresses: 如你未能参加宣讲会, 请将申请、简历和成绩单发送到如下地址:

internbj@paulhastings.com for internship with the Beijing office 北京代表处实习生申请邮件

internsh@paulhastings.com for internship with the Shanghai office 上海代表处实习生申请邮件