

PAUL
HASTINGS

NAVIGATING NEW PATHS TO GROWTH



At Paul Hastings

We hire great people and provide them with opportunities to develop, challenge, and broaden their skills while bringing innovative solutions to our clients. Paul Hastings is recognized as the best place to work where the work you do makes a difference.

Founded in 1951, Paul Hastings has 1,000 lawyers in 23 offices across Asia, Europe, Latin America, and the U.S.:

Atlanta	Dallas	New York	São Paulo
Beijing	Frankfurt	Orange County	Seoul
Boston	Hong Kong	Palo Alto	Shanghai
Brussels	Houston	Paris	Tokyo
Century City	London	San Diego	Washington, DC
Chicago	Los Angeles	San Francisco	

Culture of Excellence

We pride ourselves on our culture of excellence and our selection process is based on a wide range of criteria comparable to the competencies on which we evaluate our associates. Through your academic performance, your experience, and the interview process, you have demonstrated the qualities and characteristics we look for in our trainees.

We expect each intern to exhibit strong communication, research, and legal analysis skills throughout the internship scheme. Additionally, a successful intern at Paul Hastings should demonstrate all the following attributes and characteristics:

Achievement Drive

- Presents a self-imposed standard of excellence
- Goal-oriented

Leadership

- Collaborative: works well on a team
- Focused on continuous improvement
- Business-minded and resourceful

Client Service

- Proactive and understands the expectations of exceptional client service
- Highly adaptive and responsive

Professional Brand

- Confident and self-assured
- Able to effectively engage and build relationships

Internship

We are committed to the professional development and advancement of our summer/winter interns. Our summer/winter internship program offers challenging assignments, training and mentoring programs, and networking opportunities to help you launch your career.

Our interns are given the opportunities to:

- attend meetings
- draft documents
- conduct legal and case research
- participate in social events that the firm organizes

We offer internships for the summer period (June / July) and winter period (Dec / Jan), each usually lasting for a period of four weeks.

To apply for an internship, please send your cover letter, CV, and academic transcript(s) to RecruitHKG@paulhastings.com.

Deadlines

2024 / 2025 Winter Internship

31 October 2024

2025 Summer Internship

31 January 2025

Internship (Continued)

Work product from each assignment is evaluated by the supervising associate. The Trainee Committee monitors the overall progress of the interns and further evaluates performance. The assigning associate on the project provides verbal feedback to the interns after completion of the project. We also encourage summer/winter interns to proactively seek feedback from the associates they are working with. Our trainees are mainly recruited from our internship program.

Traineeship

At Paul Hastings, it is smart business to build diverse teams rich in talent, experiences, and creativity. Our traineeship serves as a cornerstone for the recruitment of outstanding associates and the future success of our firm.

What We Are Looking For

Exceptional talent leads to extraordinary results – this is the driving narrative in our firm’s history, and it will continue to remain the key factor in our future success. As such, we seek students with competencies that are the hallmarks of successful associates at Paul Hastings:

- Academic Excellence (at least a solid 2:1 or equivalent in law)
- Crucial Communication Skills (a high proficiency in English and good Chinese skills are essential)
- Interpersonal Savvy (ability to communicate and interact in a confident, open, and effective manner)
- Achievement Drive
- Strong Common Sense and Business Acumen
- Ability to Work Effectively as a Team Member
- Dedication to Client Service Excellence

Frequently Asked Questions

1. Can you tell me what the firm culture is?

A: Critical to achieving our purpose is the strong fabric of our collaborative and collegiate culture. Underpinning our culture is our focus on client service excellence, our teamwork, our diversity and our commitment to delivering on our corporate responsibility. We hire smart people from diverse backgrounds who are the right fit for our collegial, client-centric, and future-focused culture.

2. What is the support network like?

A: Each trainee will be allocated with a mentor during their training process and upon qualification. Mentors will provide advice and support to mentees to ensure the smooth transition from law school to law firm. The whole practice is very team-oriented, which means that the support network is second to none.

3. Do interns have mentors or buddies throughout the internship program?

A: Each intern is assigned with a mentor and a buddy. Mentors facilitate the summer/winter interns integration into the social structure of the firm by arranging associates to take interns to firm functions, acquainting them with our associates and staff. In addition, mentors assist as counselors, answering any firm-related questions that may arise.

Frequently Asked Questions (Continued)

4. What kind of people are you looking to hire?

A: We seek motivated and qualified individuals with diverse background who possess excellent academic records.

5. Do you recruit trainees directly?

A: In our past experience, we normally recruit our trainees through our internship program.

6. Do you hire J.D. students?

A: Yes of course. We don't distinguish between J.D. or LL.B. students, as we put all candidates in the same pool.

7. Are there still openings for 2025 / 2026 training contracts?

A: The 2025 / 2026 training contract positions are filled. Please send in your cover letter, CV and academic transcripts and we will inform you if there are any positions.

8. Do you give out internship offers on rolling basis?

A: No. We aim to send offers in a batch but we suggest you send in your application once you have obtained your latest academic transcripts.

9. What is the starting salary of a trainee at Paul Hastings?

A: Your starting salary will be in line with the market rate. It is competitive and comparable to trainee salaries at the international and major HK law firms. We will pay a total of HK\$100,000 to cover your PCLL course fees and support your living expenses for your PCLL year.

10. Do you prefer any specific university for the PCLL course?

A: No, PCLL at HKU, CUHK and City University are all the same.

PAUL

HASTINGS

