

CLEARY GOTTLIEB

New York Paralegal Program



2024





Firm Overview

A leading international law firm with 16 offices located in major financial centers around the world, Cleary Gottlieb has helped shape the globalization of the legal profession for more than 75 years. Our worldwide practice has a proven track record for innovation and providing work of the highest quality to meet the needs of our domestic and international clients. As a testament to the firm's strong global practice and its pioneering tradition of developing homegrown talent in the different countries where we operate, Cleary received Chambers & Partners' inaugural "International Law Firm of the Year" award.

Organized and operated as a single, integrated global partnership (rather than a U.S. firm with a network of overseas offices), Cleary employs approximately 1,100 lawyers from more than 50 countries and diverse backgrounds who are admitted to practice in numerous jurisdictions around the world.

Our clients include multinational corporations, international financial institutions, sovereign governments and their agencies, as well as domestic corporations and financial institutions in the countries where our offices are located. Although each of our 16 offices has its own practice, our "one firm" approach ensures that all Cleary clients enjoy access to the full suite of resources provided by our offices and lawyers worldwide.

Firm Culture

Cleary Gottlieb was founded by prominent lawyers committed to excellence in the practice of law, while maintaining the highest ethical standards in its employees.

Consistent with the vision of our founders, Cleary remains committed to openness, diversity, individuality, and collegiality. The outstanding talent and individual interests of our lawyers and professional staff are the essence of the firm. In recruiting new talent, we seek individuals of all races and nationalities who possess superior intellectual capability, share the firm's vision and values, and have the initiative and potential to become our future leaders.

It is a core conviction of the firm that the practice of law is a privilege, one that carries with it the responsibility to apply our talents for the benefit of less privileged individuals and communities. As such, the firm dedicates a substantial amount of time and resources to pro bono legal work and other community activities.

“Cleary has advanced my professional goals far beyond what I could have imagined for myself in an entry level role. From the first day of training, your professional interests are considered and utilized in project and team placements. Not only do I feel valued as an individual, but I know the work I do is integral to the firm’s exceptional private funds practice along every step of fundraising — from early-stage formation up until the final closing. Everyone is encouraged to bring their own unique perspectives to Cleary, and my diverse and brilliant co-workers are a testament to this. This experience has confirmed my aspirations in the field of corporate law, and I have been met with unmatched mentorship and enriching advice every step of the way.”

Paula Robertson, University of Pennsylvania, Private Funds Paralegal

Paralegal Program Overview

The core paralegal groups consist of Corporate, Private Funds, and Litigation, all of which offer comprehensive training designed to help integrate new paralegals into the firm's practice areas.

Training

In addition to on-the-job training, all paralegals participate in a comprehensive formal training program when they are onboarded. The program covers a variety of subjects, including important software and technical skills, how to navigate the firm's various departments and resources, how to communicate effectively with attorneys, and essential paralegal skills and procedures. Paralegals may participate in Professional Staff Learning & Development courses that are offered throughout the year and attend certain firm social functions and lunches.

Mentorship

Our program is designed to help paralegals find career paths that align with their interests. Paralegals work directly with partners, associates, and clients to gain formative practical experience and develop invaluable professional and interpersonal skills. Paralegals often seek out professional mentorship from each other, their managers, and the attorneys with whom they frequently work. The opportunities for professional growth and mentorship are endless.

Career Mobility

Many paralegals choose a path to law school or other graduate programs, while others transition into new roles at the firm, seek jobs with our clients, or move into other work sectors after completing the two-year paralegal experience. Regardless of their choice, when paralegals leave our program, they are equipped with highly transferrable skills that can help them achieve success in any work environment.

We are proud of the many accolades and accomplishments achieved by our distinguished paralegal alumni living and working globally. We also are especially pleased by the large number of paralegals who rejoin the firm as associates.

Litigation Practice

Maria Rodriguez, *Director of Litigation Resources*

Peter O'Keefe, *Litigation Resources Manager*

Corporate Practice

Paula Nascimento, *Director of Practice Development*

Emma Patton, *Corporate Paralegal Manager*

Daisy Slawek, *Private Funds Manager*





“My experience as a paralegal has been invaluable and has helped me develop my professional goals. The exposure you get from different types of corporate law transactions and pro bono cases will allow you to understand the legal field better and to evaluate your considerations about your own career. I have developed strong professional relationships with very accomplished individuals who have shared their advice on career goals and professional development, law school, and on specific deal work. Additionally, Cleary has helped me understand some of the intricacies of capital markets matters and the role of law firms in several corporate transactions. Working as a Corporate Paralegal has been a great place to begin my professional career, as the firm has allowed me to explore the corporate law pathway and has given me skills that I will undoubtedly use in law school or beyond.”

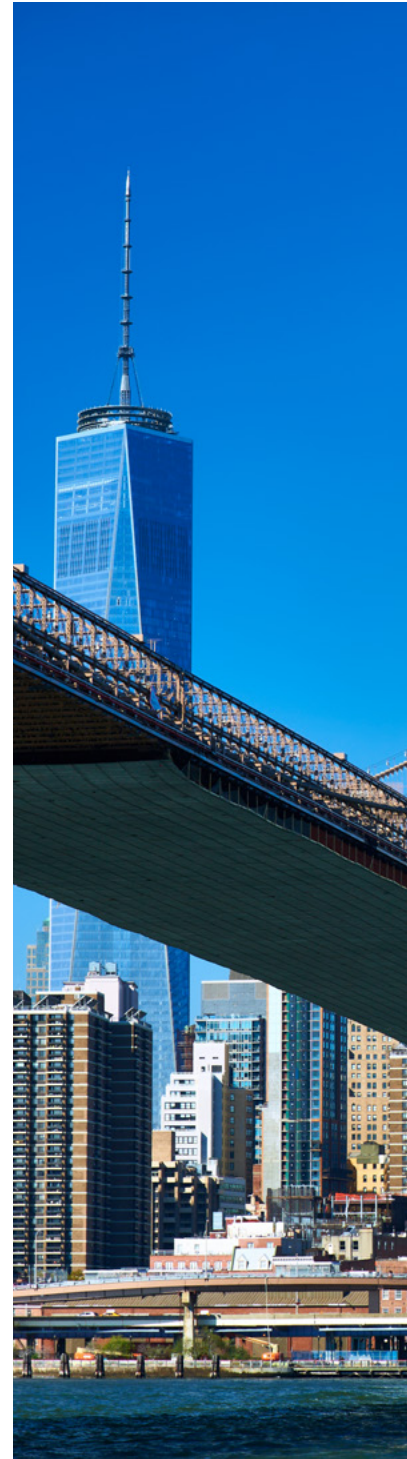
Nina Mendoza, University of Pennsylvania, Corporate Paralegal

Corporate Paralegal Program

The firm's cutting-edge corporate practice exposes Corporate Paralegals to a wide variety of corporate transactions, such as loan restructuring, initial public offerings, or large-scale mergers. In addition to transactional work, Corporate Paralegals participate in meaningful legal and non-legal pro bono work through the firm. This diversity of experience makes the Corporate Paralegal position an excellent learning opportunity for those interested in attending law school, enrolling in business school, or pursuing other career goals.

Corporate Paralegals are trained as generalists and have the opportunity to gain exposure to various practice areas, such as:

- **Capital Markets**
The firm's capital markets practice represents issuers and market participants worldwide on disclosure and corporate governance matters, corporate and securities regulatory issues, and transactional structuring.
- **Debt Finance**
The firm is a pioneer and global leader in debt finance transactions, advising clients on a broad range of financing matters, including: leveraged acquisition and recapitalization transactions, investment grade lending and acquisition finance, syndicated lending, multicurrency financings, asset-based financings, loan restructurings, and high-yield bond offerings.
- **Mergers & Acquisitions**
The firm represents a diverse range of international and domestic companies and financial institutions in large-scale mergers, acquisitions, and standard-setting transactions in the United States, Europe, Latin America, and Asia.
- **Real Estate**
The firm's real estate practice is diversified and global, spanning the full range of transaction types, regions, and asset classes. The firm has a long-standing record of advising on large and high-profile real estate acquisitions, dispositions, joint ventures, financings, and restructurings.
- **Tax**
The firm's international tax practice provides clients with sophisticated and practical advice on tax planning, tax strategies for transactions, cross-border issues, and the resolution of difficult tax controversies.
- **Executive Compensation and Employee Benefits**
The firm has an extensive practice helping well-known multinational corporate clients structure executive compensation and employment arrangements that achieve the delicate balance between executive, corporate, and shareholder interests.





Common tasks that Corporate Paralegals assist with include, but are not limited to:

- Finalizing and compiling documents in connection with deal closings
- Drafting signature pages in connection with the execution of important deal documents
- Organizing transactional documents
- Preparing closing sets to be sent to clients and other involved parties
- Drafting and filing certificates of incorporation, by-laws, resolutions, and foreign qualifications of companies
- Liaising between attorneys and various state agencies and services
- Fact checking financial and operational information in publicly filed documents
- Managing electronic data rooms
- Notarizing documents for attorneys and clients
- Participating in due diligence investigations
- Performing cross-reference and defined terms checks
- Preparing basic filings with the Securities and Exchange Commission and other governmental agencies
- Translating foreign language documents and interpreting for clients and/or lawyers (subject to paralegal's ability)
- Interacting with the Bay Area, Washington, D.C., and international offices

“My time at Cleary has provided me with mentors I will cherish throughout my career. The associates and partners you work with as a paralegal take genuine interest in supporting your professional goals. From closing lunches to coffee chats, being able to collaborate with attorneys and discuss law school, deal work, and beyond has been a highlight of my post-grad experience.”

Zoe Mavrides, Columbia University, Corporate Paralegal

Private Funds Paralegal Program

Cleary Gottlieb’s private funds practice has extensive experience in private equity, credit, special situations, venture capital, real estate, and infrastructure funds—many with sophisticated structures attracting multibillion-dollar commitments.

Private Funds Paralegals provide comprehensive support to the firm’s global private funds team and are responsible for handling a wide variety of client and team-driven tasks. This specialized position provides in-depth exposure to corporate law and the private equity industry and is an excellent learning opportunity for those interested in attending law school, attending business school, or pursuing other career goals.

Within the private funds practice, Cleary advises on a wide variety of matters, such as:

- **Fund Formation**
The firm advises sponsors in the formation of a variety of domestic and international funds, including private equity, growth, credit, venture capital, conduit, social impact, and co-investment funds, and other alternative asset management vehicles.
- **LP Investments**
The firm advises LPs in their investments in private funds.
- **Investments in Sponsor Businesses**
The firm advises on investments in sponsor businesses, including the acquisition of GP stakes, cornerstone investments, and sponsor JVs.
- **Secondary Transactions**
The firm advises on secondary transactions, including auctions for LP portfolios, tender offers, GP restructurings, and direct secondary transactions.
- **Structuring of Co-Investments**
The firm advises on the structuring of co-investment vehicles and direct co-investments.

“The scope of what I do in my position as a paralegal is far beyond what I envisioned. It is because of the guidance I have received that I have been able to accomplish such an expansive array of undertakings. The mentorship I have accrued spans from one-on-one lessons from senior paralegals to meetings with associates who are on a path I aspire to follow. The encouraging environment that Cleary fosters reassures me that I will be supported in any endeavor I take on today and throughout my time at the firm.”

Jane Cameron, *George Washington University, Private Funds Paralegal*





Common tasks that Private Funds Paralegals assist with include, but are not limited to:

- Assisting attorneys in all stages of private funds, from fund formation and the closing process to private fund portfolio investments and transactions
- Assisting attorneys and private funds clients with compliance and investment activities
- Communicating directly with private funds clients, their investors, and related outside counsel
- Researching topics such as market trends, legislative developments, legal precedents, and other matters relating to private funds
- Maintaining the institutional memory of several leading global private funds clients
- Preparing documentation for formation of corporate entities and coordinating regulatory filings with corporate service providers
- Contributing to the coordination of practice group training events, practice development initiatives, and business development efforts
- Developing and periodically updating content for internal electronic resources, including practice group websites and databases
- Coordinating with attorneys in a variety of legal practice groups and global offices



“My experience as a Private Funds Paralegal has undoubtedly been a rewarding professional experience that equipped me with not only fruitful industry knowledge but also confidence and support in my professional aspirations. I feel encouraged that my work product is a palpable value-add to each team that I am a part of because at Cleary, each member of the legal and professional staff is as kind and genuine as they are brilliant. The community that Cleary prides itself upon is one that I find to be a consistent source of comfort and camaraderie. I feel incredibly fortunate to have begun my professional career at Cleary and to be graced with the members that make up this extraordinary firm.”

Maya Essimel, University of Pennsylvania, Private Funds Paralegal

Litigation Paralegal Program

Cleary Gottlieb is recognized as one of the premier global litigation firms in the world. The Litigation Paralegals are invaluable members of the teams, supporting lawyers with prominent and newsworthy matters. Litigation Paralegals assist during each phase of the dispute or pro bono matter, gaining exposure to federal, state, governmental, and international agencies. Litigation Paralegals who elect to attend law school are uniquely prepared to excel, especially in legal research, legal writing, civil procedure, and torts courses.

Litigation Paralegals engage in work related to a wide variety of practice areas, such as:

— **Litigation**

The firm's litigation team represents corporations, financial institutions, governments, and individuals in both local matters and multijurisdictional disputes. Our engagements frequently require cross-border coordination of the firm's varied resources, allowing us to pair our corporate, regulatory, and financial experience with our litigation prowess.

— **Arbitration**

The firm's globally renowned lawyers are skilled at handling an extraordinarily wide range of international arbitrations. The firm works on highly complex multijurisdictional disputes in international commercial arbitration,

investment treaty and other arbitrations involving public international law, and in enforcing or challenging arbitration awards and foreign judgments in the United States and U.S. judgments abroad.

— **Securities and M&A Litigation**

The firm regularly represents clients in numerous securities litigation and other shareholder disputes, as well as disputes related to mergers, tender offers, and other takeovers. These matters may involve representing clients in investigations by the Securities and Exchange Commission (SEC), the U.S. Department of Justice (DOJ), state attorneys general, and other regulators around the globe.

“My time at Cleary has been beyond valuable. Through international arbitrations and white-collar investigations, as well as a civil trial and voting rights litigation, I have grown immensely and learned about so many corners of the legal world. The mentorship, collegiality, and respect that the attorneys and professional staff exhibit have made Cleary an incredible place to begin my professional career.”

Jeremy Mauser, *Franklin & Marshall College, Litigation Paralegal*



— **White-Collar Defense and Investigations**

The firm's white-collar defense and investigations team advises and defends the world's leading financial institutions and multinational corporations and, in certain cases, their senior employees, in a broad range of sensitive criminal and regulatory matters. The firm defends clients before the DOJ, the SEC, state and federal government agencies and, when necessary, in court.

— **Sovereign Litigation and Arbitration**

The firm works on litigation and arbitration matters involving sovereign states and state-owned entities in various disputes, including debt restructurings.

— **Bankruptcy & Restructuring**

The firm advises clients worldwide on bankruptcy and restructuring matters. Our representations include both debtors and creditors in cross-border restructurings and insolvency proceedings in the United States and abroad.

— **Intellectual Property Litigation**

The firm has experience in international patent and trademark infringement matters, and licensing and joint venture disputes, in multiple jurisdictions.

Common tasks that Litigation Paralegals assist with include, but are not limited to:

- Maintaining case files
- Proof-reading and cite-checking legal documents using the Bluebook format
- Facilitating the filing/service of court documents
- Preparing for and attending client meetings, depositions, hearings, and trials
- Working in conjunction with Discovery Attorneys and Litigation Technologists to collect, organize, and produce discovery documents
- Performing LEXIS, Westlaw, internet, and field research
- Translating foreign language documents and interpreting for clients and/or lawyers (subject to paralegal's ability)
- Interacting with the Bay Area, Washington, D.C., and international offices

“Cleary has given me the opportunity to learn about a wide variety of sectors within the legal field. Through working on antitrust, bankruptcy, enforcement, contract dispute, and pro bono cases, I have not only gained knowledge about the field, but I have also gained invaluable experiences. I have been able to sit in on depositions, hearings, and court trials and work closely with experienced attorneys. I am confident that my time as a Litigation Paralegal will serve me well in a future legal career.”

Gemma Tung, Dartmouth College, Litigation Paralegal

Pro Bono and Public Service

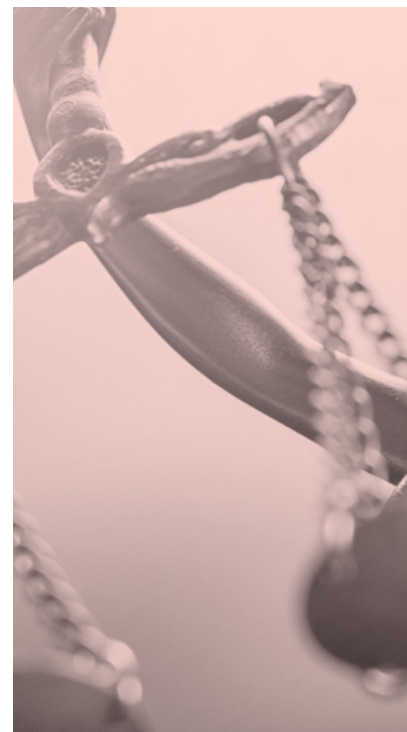
Reflecting on the firm's belief that it is a privilege to practice law and a duty to give back to the community, approximately two-thirds of all the firm's lawyers and paralegals participate in pro bono and public service work. The firm's lawyers provide services without fees in a variety of areas, including asylum and immigration, civil rights and discrimination, criminal defense, housing litigation, microfinance, and community development law. As a result of the firm's involvement in pro bono work, paralegals have the unique opportunity to do service work in addition to their general responsibilities.

“My involvement with Cleary’s pro bono practice, where I contributed to assisting in non-profit formations and tax-exempt status applications for both local and international organizations, has been one of the most enriching and educational aspects of my role. I have had the privilege of working with teams dedicated to non-profits that advocate for racial justice and equality, educate NYC students on issues surrounding sexual consent, and uphold human rights through forensic anthropology. These experiences have not only fueled my newfound passion for tax and tax exemption law but have also provided me with a profound understanding of the tangible impact legal support can have on critical societal issues. Working with Cleary’s community-oriented pro bono practice group has not only broadened my understanding of the law but has also revealed the true essence of how to use legal expertise to assist others.”

Hilary Almanza, *Colgate University, Corporate Paralegal*

“At Cleary, the breadth and depth of pro bono opportunities that paralegals engage in is simply unparalleled. During my last three years I’ve had the privilege of working on cases that span from youthful offender representation in criminal appeals, to amicus briefs for public interest litigation, to affirmative and defensive asylum. Particularly in the latter, I have been able to delve headfirst into the matters by drafting country conditions reports, interviewing clients and supporting witnesses, and supporting the teams for hearings and asylum interviews.”

Alexia Godron, *Yale University, Litigation Paralegal*





“Cleary paralegals are at the core of nearly every pro bono project the firm takes on. Their attention to detail, intellect, and curiosity come second only to their boundless enthusiasm for the work we do. I have been incredibly fortunate to work alongside our paralegals as they contribute their talents to critical projects that fight to uphold civil rights, advocate for criminal justice reform, support small businesses and nonprofits, uplift our immigrant communities, develop and grow our mentorship programs for underserved high schoolers, and so much more. Cleary paralegals consistently bring big, bold, actionable ideas to every pro bono project, strengthening our work not only through their exceptional paralegal skills, but also through their deep compassion for and commitment to our clients.”

Katherine C. Hughes, *Pro Bono Counsel & Director*



Benefits

Cleary Gottlieb offers a range of employee benefits and support programs. The firm offers a competitive salary and a comprehensive and flexible employee benefits package for paralegal staff that includes, but is not limited to, medical, dental and vision care, short and long term disability benefits, life insurance, health care flexible spending accounts, a pre-tax mass transit program, fitness reimbursement, late-work in-office work meals, late-work transportation, generous Paid Time Off in addition to paid firm holidays, and a work/life employee assistance program.

Who We're Looking For

Requirements:

- Bachelor's degree with strong academic background (minimum 3.3 GPA)
- Strong attention to detail
- Ability to manage multiple tasks simultaneously while working in a fast-paced, deadline-driven environment
- Excellent time management, organizational, interpersonal, problem-solving, and written and verbal communication skills
- Ability to deliver results with a sense of urgency
- Capacity to exercise discretion and maintain confidentiality
- Flexibility to work outside regular business hours, including early mornings, evenings, and weekends as needed
- Fluency in a foreign language (i.e. Spanish, Portuguese, French, German or Mandarin) is a plus
- Must be willing to make a two-year commitment

Alumni Colleges

Cleary Gottlieb paralegals are alumni of a diverse group of colleges and universities:

- Adelphi University
- Babson College
- Barnard College
- Baruch College
- Boston College
- Boston University
- Brandeis University
- Brown University
- Colby College
- Colgate University
- Columbia University
- Connecticut College
- Cornell University
- Dartmouth College
- Davidson College
- Dickinson College
- Drexel University
- Duke University
- Florida International University
- Fordham University
- Franklin & Marshall College
- George Mason University
- George Washington University
- Georgetown University
- Gettysburg College
- Hamilton College
- Harvard University
- Indiana University
- John Hopkins University
- John Jay College
- Kenyon College
- Lafayette College
- Lehigh University
- Long Island University
- Loyola University Maryland
- Macalester College
- McGill University
- Middlebury College
- New York University
- Northeastern University
- Pennsylvania State University
- Pomona College
- Princeton University
- Rutgers University
- Siena College
- Skidmore College
- Smith College
- St. Anselm College
- St. John's University
- Stanford
- SUNY at Stony Brook
- SUNY at Albany
- SUNY New Paltz
- Swarthmore College
- Syracuse University
- The George Washington University
- Tufts University
- Tulane University
- Union College
- University of Notre Dame
- University of Rochester
- University of Bridgeport
- University of Chicago
- University of Cincinnati
- University of Connecticut
- University of Delaware
- University of Michigan
- University of Minnesota
- University of Pennsylvania
- University of Richmond
- Vanderbilt University
- Vassar College
- Villanova University
- Wagner College
- Wake Forest University
- Washington University in St. Louis
- Wellesley College
- Wesleyan University
- William Smith College
- Williams College
- Yale University

Law Schools

Many paralegals choose to attend law school after their time at the firm. Paralegal alumni have attended law schools across the country, including:

- American University
Washington College of Law
- Boston College Law School
- Boston University
School of Law
- Brooklyn Law School
- Cardozo School of Law
- Columbia Law School
- Cornell Law School
- Duke University School of Law
- Emory University
School of Law
- Fordham University
School of Law
- George Washington University
Law School
- Georgetown University
Law Center
- Harvard Law School
- Howard University
School of Law
- New York Law School
- New York University
School of Law
- Northeastern University
School of Law
- Northwestern University
Pritzker School of Law
- Rutgers Law School
- Stanford Law School
- The Catholic University of
America, Columbus School
of Law
- University of California,
Berkely - School of Law
- University of California,
College of the Law,
San Francisco
- University of Maryland Francis
King Carey School of Law
- University of Miami
Law School
- University of Michigan
Law School
- University of North Carolina
School of Law
- University of Pennsylvania
Carrey Law School
- University of Virginia
School of Law
- University of Washington
School of Law
- William & Mary Law School
- Yale Law School

Other Graduate Programs

Many paralegals choose to pursue other graduate programs after their time at the firm. Paralegal alumni have attended graduate programs all over the world, including:

- Brown School at Washington
University in St. Louis
- Carnegie Mellon University -
Tepper School of Business
- Columbia Business School
- Cornell Johnson Graduate
School of Management
- Cornell University ILR School
- Fordham Gabelli School
of Business
- Georgetown University Center
for Eurasian, Russian and East
European Studies
- Georgetown University
McDonough School of
Business
- Harvard Kennedy School
- INSEAD
- John Hopkins Bloomberg
School of Public Health
- John Hopkins University
School of Education
- Johns Hopkins School of
Advanced International
Studies (SAIS)
- NYU Steinhardt, Department
of Nutrition and Food Studies
- NYU Stern School of Business
- The London School of
Economics and Political
Science (LSE)
- The Wharton School
- Universidad Americana
Paraguay
- University of California,
Irvine Department of Logic
and Philosophy of Science
- University of Virginia Darden
School of Business

Alumni Testimonials

“My time at Cleary had a tremendous impact on my decision to apply to law school as well as my experience once there. Exposure to the big law environment and conversations with colleagues assured me that I was making the right decision. Furthermore, once in school, the work ethic and organizational skills developed at Cleary helped push me through some of the toughest nights of 1L year. Although some may ultimately choose a different path, with amazing resources and countless attorneys eager to share their stories and offer guidance, there really is no better place for someone deciding whether or not to take that next step.”

Ricky Knapp, *Boston College, Private Funds Paralegal '14-'17, Fordham University School of Law '20, Cleary Associate '21*

“A great program for a fresh grad to learn by doing and hone an acumen as the consummate professional: always reliable, dexterous time management, 100% attention to detail, and an expert written and oral communicator. It goes without saying that when you become part of a cohort at Cleary you join a group of extremely smart and driven professionals; more unexpectedly, you also join a larger network of some of the funniest and most compassionate people around.”

Spencer Blumenberg, *Cornell University, Corporate Paralegal '21 - '23, Cleary Practice Development Coordinator*

“My experience as a paralegal at Cleary was thoroughly enriching and undoubtedly advanced my professional aspirations. Exposure to the firm’s deal flow and international practice are sure to benefit anyone considering a career in law, but it is the brilliance and generosity of my coworkers that really made a difference for me. At Cleary, I have met a diverse group of extremely capable individuals who have always been willing to share their knowledge and advice—from background on a restructuring negotiation to comments on my personal statement for law school. Being part of this extraordinary community has been the best part of my experience and the reason I strived to return to the firm after law school.”

Rodrigo Seira, *Middlebury College, Corporate Paralegal '11-'13, Harvard Law School '16, Cleary Associate '16*

“After working as a Litigation Paralegal at Cleary, I was able to enter my first year of law school with both confidence and the benefit of substantial exposure to legal writing and terminology. Bluebooking briefs and preparing for court filings as a paralegal created a critical foundation for my work as a law student. This foundation proved instrumental to both my academic and professional success. Now as a litigation associate at Cleary, I am so thankful for the experience I gained as a Litigation Paralegal. Being a paralegal at Cleary solidified my interest in law and paved the way for a successful career as an attorney.”

Kylie Huff, Bowdoin College, Litigation Paralegal '11-'13, Rutgers School of Law '16, Cleary Associate '16

“Working as a Litigation Paralegal provided me with an invaluable skillset that built a strong foundation for my career in the legal field. Cleary was instrumental in assisting with my transition from a Litigation Paralegal to the Business Development group, where I now focus on the commercial and business aspects of disputes within the legal field.”

Alexandra Simone, Loyola University Maryland, Litigation Paralegal '14 - '16, Ropes & Gray Business Development Manager

“I was hired for a Litigation Paralegal position directly out of college. I could not have anticipated how valuable an experience it would come to be. The work was both interesting and challenging, and I was proud to be part of such a diligent and conscientious group of coworkers. Working at Cleary also allowed me to interact with many skilled and diverse people within the legal industry. The position also translated well when it came time to explore a different path, and it prepared me for new challenges in my current career. I'm happy to say it was a wonderful choice for my first job.”

Jennifer Moniz, The Pennsylvania State University, Litigation Paralegal '07 - '11, KPMG Associate Director, Tax Learning & Development

“I have always had a strong interest in public service and all I had to do was voice that and I was given the opportunity to channel that interest into pro bono. I was initially assigned a few pro bono projects to participate in, and eventually coordinate. I went from being a paralegal helping to collect client information for our Stop and Frisk project, to eventually coordinating the training and staffing for the project. For two years in a row, I was also given the opportunity to coordinate the week-long Legal Outreach high school externship program. Having those invaluable experiences not only made my time as a paralegal so rewarding, but it also encouraged me to stay beyond my two-year commitment to pursue the leadership opportunities that eventually solidified my purpose and place at the firm.”

Akilah Browne, Hobart and William Smith Colleges, Corporate Paralegal '11 - '13, Further Justice Foundation Co-Founder

At Cleary Gottlieb, all members of our community deserve respect as individuals and appreciation for the contributions they make to our community. The firm strives to maintain a friendly and collegial atmosphere that makes its offices a positive and supportive place in which to work. We champion diversity, equity, and inclusion, and creating equal opportunities to develop and succeed. Likewise, the firm believes strongly in the desirability of a work environment that is free from all forms of discrimination, harassment, and bullying, where all firm personnel observe the highest professional standards and treat each other with civility, respect, and dignity. Consistent with these goals, the firm has a policy prohibiting any form of discrimination, harassment (including sexual harassment), and bullying. This policy applies to all employment-related matters, including recruitment, hiring, placement, assignments, training, compensation, promotion, and termination.

Contact Information

Please feel free to contact the HR department with any questions or concerns. Applicants must submit a resume, cover letter and unofficial transcript through our website in order to be considered. Please indicate the program you are interested in and any foreign language fluency in your cover letter.



clearygottlieb.com

Founded in 1946 by lawyers committed to legal excellence, internationalism, and diversity, Cleary Gottlieb Steen & Hamilton LLP is a leading international law firm with approximately 1,100 lawyers around the world. The firm has 16 closely integrated offices in New York, Washington, D.C., Paris, Brussels, London, Frankfurt, Cologne, Rome, Milan, Hong Kong, Beijing, São Paulo, Abu Dhabi, Seoul, and the Bay Area.

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