

# Example Project Placement Plan

Essential information:

Company	PLF Law Firm		
Company Country	Vietnam	Company Website:	<a href="https://plf.vn/">https://plf.vn/</a>
Virtual or In-person	In-person	Career Field	Legal

## About the Host Company

Founded in 2009, PLF became one of the few Vietnamese law firms of international standard and now gathers over 15 legal professionals. PLF's practice focuses on Corporate Law, Mergers and Acquisitions, Banking and Finance, and Intellectual Property. The Firm also provides outsourced in-house counsel services to corporations and acts as a legal department with the advantages of a law firm. In February 2017, PLF entered into association with LawPlus Ltd., a highly recognized leading law firm in Thailand and Myanmar to provide legal counsel to SMEs and international corporations.

## Core Skills

- Research and analysis
- Presenting: in person, digital, creating
- Social media: Marketing, content, strategy
- Meetings: Shadowing, note taking, observing
- Business Development: networking, emailing, client visits

Internship Title: Legal Intern

What are the main projects that Intern is working on?

At PLF, besides giving you chances to practice your expertise, we will also give you chances to experience differences between cultures, and law systems.

- Support, assist the attorneys, team leaders and other employees to handle related tasks as assigned by them
- Assist in the implementation of professional works, review of contracts and preparation of documents, researches, emails, proposal, dossiers of clients
- Write legal articles as required to post on Company website and send to clients
- Support to translate, proof-read documents according to assignments of attorneys, team leaders and other employees
- Support to research, summarize information, documents
- Other tasks as assigned by attorneys, team leaders and other employees