



# Working with a global firm

Prague

# Working with White & Case

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White & Case delivers world-class legal and tax advisor services to a broad range of domestic and foreign clients doing business in the Czech Republic and abroad.

## Who we are looking for

White & Case is always looking for bright, energetic and talented individuals, as they are our major asset. Their knowledge, experience and personality are pivotal to our outstanding service and to the satisfaction of our clients. Our clients are global leaders, and to meet their needs, we expect our lawyers to be the leaders in their fields, too.

We maintain a positive and friendly work environment, which eases the demands of working for a leading global law firm. Our lawyers and tax advisors have excellent academic and professional qualifications, and all contribute to the collegial and supportive atmosphere of our office.

We recognize that our employees spend a significant part of their lives at the workplace, and we provide them with a wide variety of benefits. We support their personal and professional development and reward outstanding achievement.

If you would like to be the part of our team, please apply at any time.

## Opportunities for lawyers and tax advisors

Please see our Czech internship brochure containing information about our internship program and graduate recruitment.

We are looking for people who are:

- Talented graduates or students in their third, fourth or fifth year of their university studies with excellent study results or who are studying or have achieved a Master's Degree (LLM) from a foreign university
- Interested in law or tax
- Fluent in spoken and written English
- Team players
- Hard working, professional, eager to learn and dedicated to law or tax

## Benefits for lawyers and tax advisors

- 20 days of vacation plus two personal days
- Unlimited access to three fitness centers—the World Class Academy on Wenceslas Square, in the Marriott Hotel and the fitness center at V Parku, Prague 4 – Chodov
- Winter outing, summer outing and other social events
- Eligibility to participate in our voluntary International Health and Insurance Program. This plan requires payment by the employee that is deducted from the base compensation once a month
- Blackberry communication unit
- Secondment opportunities, usually in London, Paris, Brussels and New York



- Opportunity to participate in our Professional Skills Institute for lawyers from the entire White & Case network
- Internal educational program organized by partners and senior lawyers

## Opportunities for administrative positions

The Prague office offers career opportunities to professionals in a number of fields. There are more than 30 individuals working in various administrative positions, including Administration, Accounting, Marketing, HR and IT departments. We also have over 20 legal secretaries and other legal support staff.

## Benefits for administrative staff

- 25 days of vacation plus two personal days
- Unlimited access to three fitness centers—the World Class Academy on Wenceslas Square, in the Marriott Hotel and the fitness center at V Parku, Prague 4 – Chodov
- Winter outing, summer outing and other social events
- Luncheon vouchers
- Possibility to take English lessons

## What should be in your resume

Your resume should include the following information:

- **Education:** The names of the educational institutions which you have attended or are currently attending; your major field of study; the date of graduation and your examination results.
- **Work Experience:** The names of organizations which you have worked for, a short job description and the dates you worked for each organization.
- **References:** These are not required with your initial application, but providing them will be helpful.

Feel free to include any other information you think may be useful or of interest to us in your resume or cover letter, but please limit the length of each document to a maximum of two pages.

## What should be in your cover letter

Your cover letter should include the following information:

- **Position:** Please refer to the position for which you are applying (e.g., Associate, Tax Advisor, Secretary, Accounting, Administration, etc.).
- **Purpose:** Please describe why you want to join White & Case.
- **Current Employment:** Please indicate whether you are presently employed, and if so, by whom.
- **Start:** Please indicate when you would be available for employment.
- **Contact Details:** Please provide current contact information (e.g., telephone, fax, e-mail) so we can reach you. Please also indicate how you would prefer to be contacted, and the best times to reach you by telephone.

## How to apply

To apply for a position with White & Case, please send your resume and a cover letter in English by e-mail to:

**Email:** [recruitment@whitecase.com](mailto:recruitment@whitecase.com)

**Attention:** Jana Hřebíčková, HR Manager

**Tel:** + 420 255 771 111

Worldwide. For Our Clients.

36 Offices. 25 Countries.

## Supporting clients across the globe

White & Case is a leading global law firm with lawyers in 36 offices in 25 countries. Among the first US-based law firms to establish a truly global presence, we provide counsel and representation in virtually every area of law that affects cross-border business. Our clients value both the breadth of our network and depth of our US, English and local law capabilities in each of our offices and rely on us for their complex cross-border transactions, arbitration and litigation. Whether in established or emerging markets, the hallmark of White & Case is our complete dedication to the business priorities and legal needs of our clients.

Our approach is based on listening to our clients' needs, taking the time to understand their business and responding with effective strategies and solutions, no matter how big the opportunity or formidable the challenge. With new technologies, globalization, consolidation and other forces continuously changing how business gets done, we help our clients evaluate the risks and rewards of ventures designed to advance their interests.

We work with the world's most established and respected companies, including 75 percent of the **Global Fortune 100** and 25 percent of the **Fortune 500**, as well as with start-up visionaries, governments and state-owned entities.

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In this publication, White & Case means the international legal practice comprising White & Case LLP, a New York State registered limited liability partnership, White & Case LLP, a limited liability partnership incorporated under English law and all other affiliated partnerships, corporations and undertakings.