

Shearman & Sterling's legal assistants come from a variety of academic and career backgrounds and include both recent college graduates and legal assistants with prior experience.

As vital members of a highly motivated team, legal assistants leverage their knowledge and talents to assist firm attorneys on a host of complex matters that are a hallmark of the firm's global practice. Legal assistants at Shearman & Sterling often take part in important industry-leading cross-border transactions and an assortment of engaging legal disputes.

To underscore the essential role that legal assistants play at Shearman & Sterling, we prioritize their continuous professional growth and development by ensuring their access to attorneys able to provide ongoing advice and guidance as well as specific training opportunities. Legal assistants can take advantage of training programs tailored to enhance practice-specific skills. Training sessions not only ensure that legal assistants can deepen and expand their research and writing abilities, but also aid them in assuming greater roles at the firm.

Many legal assistants ultimately go on to law school and have the opportunity to return to the firm as lawyers. The program can also be a springboard to a variety of other careers. Some legal assistants enter doctoral programs or business school; Others choose to stay at the firm as career legal assistants. Whatever path they choose, the superior training and hands-on experience that legal assistants obtain at Shearman & Sterling can help accelerate their careers.



The rewards of being a legal assistant at Shearman & Sterling are plentiful. The firm's shared commitment to advancement and its dynamic atmosphere attracts the best and the brightest of the legal profession — those dedicated to creativity, teamwork and serving our clients worldwide.

Successful applicants must have a four-year degree with a minimum GPA of 3.3 and an outstanding academic record, leadership ability as demonstrated through extracurricular activities or work experience and excellent interpersonal, communication and writing skills. Additionally, they must be well-organized, detail-oriented, able to simultaneously manage multiple tasks, and possess good judgement and the highest ethical standards.

If you have any questions about the firm's Legal Assistant Program, please send an email to HR at [Transactions@shearman.com](mailto:Transactions@shearman.com). If you are interested in submitting an application for a legal assistant position, please submit a resume, cover letter and college transcript by clicking on the link below.



[View current legal assistant opportunities.](#)