



# Your Name

School & Email address

**Comment [Q1]:** 此处最上方写上自己的名字，原本名字下方应当是地址和联系方式，鉴于各位的特殊申请情况，只需写上学校名字以及邮箱地址即可。

## Education:

XXX University  
Bachelor of Law in XXX (GPA: 82.74/100)

Beijing, China  
June, 2012

**Comment [Q2]:** 此处加上自己的学历，若是本科在读，只需写上学校名字、所在城市、学位、专业、绩点和毕业日期即可（若是还在读，就写上将来预计毕业的时间）；若是研究生或者博士在读的，从大学本科学校开始写起。

## Intern Experience:

XXX Law Firm  
Paralegal

July, 2011– Sept, 2011

- Translated English documents
- Assisted lawyer in legal research;
- Organized files and litigation documents

**Comment [Q3]:** 此处写上自己的实习经验与经历，标明单位名称、起止时间、职位名称和具体工作内容。若有多项工作经验或者实习经验，按时间前后排序列举，最靠近简历制作时间的工作或实习经验写在最上方。

XXX International Development Center  
Assistant

Nov, 2011-Jul, 2013

- Researched cases and materials about commercial transaction
- Collected information about international arbitration
- Analyzed Marine Nations' Legal Conflict

**Comment [Q4]:** 在写工作职责时，写得越细节越好，若有相关数据，比如“一共翻译了 20 篇关于国际仲裁的文章”更佳。

## Awards and Honors:

- The Excellent Team Leader of Challenge Cup College Students' Entrepreneurship Competition, XXX University Sept, 2012
- Championship of Gold-Autumn Debate Competition, XXX University Nov, 2011

**Comment [Q5]:** 此处列明在校期间所获得的奖项或者荣誉，并注明时间。

## Extracurricular Activities:

- Vice President of University Commerce Association of XXX University Nov, 2009- Jul, 2013
- Member of Qingyang Badminton Club of XXX University Oct, 2009- Jul, 2013

**Comment [Q6]:** 此处注明在校期间担任学生会、社团或者其他组织相关职务的名称，以及相关时间。

## Skills:

- Computer Java, Microsoft Office
- Language: Chinese, English, Spanish

**Comment [Q7]:** 此处写上自己的特长或者持有证书。

注：在内容真实的前提下，各项信息写得越多、越详细越好，但长度不可超过 1 页！！

格式：Times New Roman, 12 号字体，每项标题黑体+斜体。



英文申请书样本

Your Name  
School Name  
Email: XX@XXX

**Comment [Q8]:** 注：申请书尽量直接、简洁，一般分为 3-4 段，长度不要超过 1 页！！  
格式：Times New Roman, 12 号字体，双倍行距。

**Comment [Q9]:** 此处写上名字、学校名称和邮箱地址。

To Whom It May Concern,

**Comment [Q10]:** 此处统一用词。

My name is XXX and I am an undergraduate student at XXX university. I am writing to apply the intern position at your institution and I would like to thank you for reviewing my files.

I believe that I am qualified for the position. Through my past experience as an intern in a law firm, which my primary responsibilities include retrieving specific legal documents required by lawyers, translating related English files and investigating non-litigious legal affairs, I gained practical skills needed for legal research. I also took part in a legal research project sponsored by the China Marine Research and Development Centre while I was a undergraduate at XXX University. My main part in the team was to help Professor Ma find and collect relevant legal documents, categorize information found by other team members, and help analysis laws and cases of different maritime states. Through this precious experience, my legal research skill is further enhanced.

**Comment [Q11]:** 这份样本有一个很多不熟悉英文申请书的学生普遍存在的问题：把简历中的内容又重新罗列了一遍。切忌不可如此。

这段中应写明自己认为自己最优秀的的能力，比如出色的沟通能力、极强的法律调查能力、良好的法律写作能力等，并用某一个过去的工作经验，或者参加某项活动的成功经验加以证明！

Other than the skills I possess, which I think suits your requirement perfectly, the other reason I really want to work at your institution is that I've always wanted to work in a non-profit professional institution. I believe that education and professional communication between people really do deserve a more important role in people's lives. Since your institution aims at providing best quality legal education programs for legal professionals all around the world, I believe that the environment at your institution is just right for me.

**Comment [Q12]:** 在这一段中需要写明为什么认为自己适合参加这样一个项目，自己未来的目标是什么，参加这样一个项目以后希望给自己带来什么等。

I have enclosed my resume for your review and I'm looking forward to hearing from you. If you have any questions, please feel free to e-mail me at XXX@xxx.com. Thank you again for the consideration.

**Comment [Q13]:** 此处结语，写上感谢的话，使用样本中用语或者自由发挥都可以。

Sincerely,

Your Name

**Comment [Q14]:** 此处类似“此致。。”“祝好”等用法，写上自己的名字。



## 英文论文摘选样本

注：申请者可将任何自己所写的任何主题的文章进行翻译成为英文论文摘要，其主要目的是为了检测申请人的法律英语写作水平。

正文格式：Times New Roman， 12号字体，段落双倍行距。

以下是一份英文摘选样本：

### **Patent Preservation of Genetic Resources (EXTRACTS)**

#### **III. Disclosure of Origin for Genetic Resources in Patent Applications**

##### **( I ) Aims and Significance of Information Disclosure**

Disclosure of origin requirement signifies that as far as the inventive patent applications are concerned, applicants are supposed to disclose the origin and/or the provenance of the utilized genetic resources as well as evidence of access to prior informed consent. This doctrine has been extensively buttressed up by developing countries which are abundant in genetic resources.

This system has particularly underscored preservation of shareholders' interests, in the pursuit of implementing equitable and reasonable access to genetic resources and benefit-sharing claimed in the Convention on Biological Diversity (CBD). In response, the Third Amendment of the Patent Law in China specially introduces the disclosure articles of genetic resources, which turn out to be advantageous in primarily three ways:

In the first place, the origin disclosure system of genetic resources can enormously curb the phenomena of genetic resource piracy, compensate for damages of appropriate right inflicted by improper authorization, and hinder the illegitimate exploitation of genetic resources. Biological



plagiarism, in a sense, stems from inherent drawbacks in patent censorship. This can be ideally illustrated by the deficiency in relevant information respecting genetic resources and the discovery that the prior art does not involve information related to genetic resources and traditional knowledge. With the assistance of the information disclosure system, origins of genetic resources and relevant fundamental background can be acquired, from which useful clues can be drawn about genetic resource suppliers. Thereafter, patent inspectors can improve the censorship quality on account of the source information about accessible prior art. In that case, inappropriate grant and theft of patent can be remarkably slashed while dramatically enhancing substantive assessment of patent.

On top of that, the information disclosure system makes a contribution by supervising compliance with the access to genetic resources and benefit-sharing. Tracking down the actual commercialized usage of genetic resources is the best tool for resource suppliers to ensure that the opposite contractor indeed abides by the prescriptive rules and obligations. And that is exactly how the disclosure system functions.

Last but not least, the disclosure requirement has exerted an underlying influence on the recognition of patentable objects. Take Article No.27.2 of the TRIPS Agreement as an example. It is demanded that patent inspectors are obliged to identify whether a certain evaluated invention possesses patentability. The positive effects of disclosure system therefore become apparent: this mechanism is the paramount measure to optimize patent censorship and grant, which guarantees a virtuous cycle and enhances the transparency and liability of the patent system.