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June 27, 2013
Mr. Don Norris, Human Resources Coordinator
Tory and Associates
145 Cortland Avenue, Suite 201
Toronto, Ontario, N6Y 3R4

Dear Mr. Norris,

It is with great enthusiasm and interest that I respond to your advertisement found on the Guelph-Humber career portal for the position of Legal Secretary at Tory and Associates. I believe that my education and experience combine to create a perfect match for this position, and would appreciate careful consideration of my credentials as presented with my enclosed resume.

I am a current Undergraduate student at the University of Guelph-Humber studying to achieve my Bachelor of Applied Science in Justice Studies and Diploma in Community and Justice Services. I have completed courses in Crime and Criminal Justice, Introduction to Law, and Criminal Offences where I have grasped the core foundations of law. I have gained experience in a moot court setting to present cases and applications for judicial orders. Throughout my program I have become familiar with the structure and administration of community organizations that operate within and adjacent to the justice system.

During my most recent work experience as a Legal Assistant at Logistics Associates I was able to demonstrate knowledge and skills learned from my Undergraduate program to this position. My responsibilities included reviewing files and assisting in drafting documents on issues such as tenant protection and pensions and benefits. These tasks required me to exercise my written and oral communication skills, as well as attention to detail which I believe are essential skills in the field of law. I also have experience as a Paralegal Intern where I was employed at Refugee Law Office as a summer student. In this role, I was required to conduct research and compile information regarding a variety of topics including human rights, immigration and refugee issues. When performing these tasks, I developed strong analytical and critical thinking skills that helped me to be successful in my role.

Due to my current education, past positions and strong determination to succeed, I consider myself to be an excellent and qualified candidate for this position. Please feel free to contact me to further discuss my qualifications and opportunity for an interview. Thank you for your time and consideration.

Kind Regards,

Jacqueline Stern [Digital Signature]

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