Shelby Cummings

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905-906-5227

March 22, 2014

To Whom It May Concern:

With reference to your recent advertisement for the Legal Assistant position, through the co-op employment opportunities on the Niagara College website, I would like to be considered for the same. My management and clerical skills, along with my previous legal background makes me a strong candidate for this position. I am enthusiastic about the opportunity to contribute to your firm’s mission.

Throughout my duration within the Law Clerk Co-op Program at Niagara College I have acquired and maintained an honours standing grade point average of 84%. I am highly interested in pursuing this opportunity to apply and refine the skills I have learned in this program. Some of the skills I have acquired were developed in the areas of Estates, Real Estate, Legal Research, and Civil Litigation. I would look to meet and exceed the challenges listed in the job posting by having the opportunity to work within a well-established and reputable firm such as yours.

Through previous demanding leadership and work positions, I have developed a sense of accountability, exceptional interpersonal skills and the aptitude to perform well as a contributing member of your team; such proven skills as these can be utilized immediately in your office. Further, throughout my academic career I have developed and advanced technical skills, including but not limited to Word Suite (2010 Word, Outlook, Excel, and Power Point), Conveyancer, Teraview, and PCLaw programs in both classroom and practical work environments.

Enclosed please find a detailed resume highlighting my relevant skills, knowledge, and experiences, to which I am certain I can make a positive contribution to your law firm. I would appreciate the opportunity to meet with you to discuss how my qualifications will be beneficial to your firm’s success. I can be reached at either shelbyncummings@gmail.com or by cell phone 905.906.5227 and will commit to returning your call within 24 hours. Thank you for your time and serious consideration of my application.

Sincerely,

Shelby Cummings

Encl.