

Dear Hiring Manager at Vey Willetts LLP,

I am writing to express my interest in the position of Client Intake Coordinator/Legal Assistant at your boutique employment and labour law firm located in downtown Ottawa. I believe I am a great fit for this role and I am excited about the opportunity to join your team starting in mid-February 2023.

I recently completed my Law Clerk Diploma from Algonquin College and hold a B.A. in Political Science from the University of Ottawa. My education has provided me with a strong foundation in the legal field and a thorough knowledge of the Ontario Rules of Civil Procedure and Rules of the Small Claims Court, as well as the Ontario Human Rights Rules of Procedure. Additionally, I have extensive experience using Westlaw and CanLII which is essential for this role.

My customer service experience as a lifeguard for City of Ottawa in summer 2020 and my current role as a server at Montana's Bar and Grill since June 2018, has provided me with the ability to provide excellent customer service and work effectively with little to no supervision. My role as a server has given me the ability to work under pressure and multitask, both of which are essential skills for this role. I am a quick learner and I excel in a fast-paced work environment. I am able to multitask, prioritize and meet deadlines, which I believe are essential skills for this role.

I am fluent in both English and French, which I understand is a preferred qualification for this position. Additionally, I possess excellent interpersonal skills and have a clear, concise and professional communication style, both of which are critical for this role. I am highly organized and reliable, and I have the ability to work effectively with little to no supervision, as well as part of a team. I am also proficient in Microsoft Office, Adobe, Excel, and Practice Management Software, including Clio which you mentioned is the software you use in your office. Furthermore, I have experience with videoconference programs such as Zoom, which I believe will be beneficial as the role requires.

I am excited about the opportunity to work at Vey Willetts LLP and contribute to the success of your team. I look forward to the opportunity to discuss my qualifications further and thank you for considering my application. Please find attached my resume and references available upon request.

Sincerely,

Jane Smith