

| **Your Name**

| 7 Leland Road Toronto, Ontario M9G 3R2 | (555) 123 456 | yourname@guelphhumber.ca |

ABC Law Firm
370 Lake Shore Blvd
Etobicoke, ON M8V 4E9

February 15, 2020

Dear Hiring Manager,

As a 3rd year Justice Studies student, I am looking to secure placement with ABC Law Firm as of January 2019. I am particularly interested in ABC Law because of its interdisciplinary approach to solving environmental problems and its leading role in international environmental issues.

My degree in Justice Studies at University of Guelph-Humber Student has provided me the experience participating in moot court, debates, legal research and understanding current social, legal and policy issues in Canada. My hands-on education has provided me with knowledge in Provincial and Federal Legislation, Ethics, Crime and Criminal Justice, Canadian Social Problems, Conflict Resolution, Youth and the Law and Law and Society.

With my education, work experience and placements, I have gained the following skills, which make me a strong candidate to join your team:

- Award winning member of teams at Alpha Phi Sigma and CSI competitions against U.S. schools, showcasing strong analytical skills while under pressure
- As a summer law intern, I assisted with researching and writing legal documents on a variety of matters, including drafting bylaws and articles of incorporation for a number of small companies and non-profit organizations
- Over 2 years of customer service experience and communicating in a professional manner

I look forward to meeting with you and further discussing my qualifications. You can reach me at 555-222-5897. Thank you for your time and consideration.

Sincerely,

Your Name

Need more help? Visit Career Services in GH108 | Call: 416-798-1331 ext. 6288 | Email:

career@guelphhumber.ca

Job and Placement Portal: ghworks.guelphhumber.ca