

Tēnā koe,

I would like to thank you for the opportunity to submit my application for the position of Graduate Lawyer at Simmonds Stewart. I graduated in May 2019 with conjoint degrees in Law and Accounting from Victoria University of Wellington. In addition to completing my degrees, I have also recently completed a Professional Legal Studies Course at the College of Law.

In the middle of my university study, I took a two-year break and worked full-time. I am confident that the theoretical knowledge from my studies, coupled with the practical knowledge from my varied mix of prior experience will mean that I am well prepared for this role.

As explored in more detail in my accompanying CV, I would be a perfect fit because of my:

•**Strong Communication Skills** - In my current role as a Student and Whānau Support Advisor at Te Kura, I demonstrate my developed communication skills through always communicating with students, their families and wider Te Kura staff. I am also an experienced Toastmaster who placed third in Wellington in the 2017 International Speech Contest.

•**Proven Analytical Skills** - Beyond my display of analytical ability during my university study, my role as an Enrolment Advisor at Te Kura required me to efficiently and effectively analyse enrolment applications and evaluate them against Ministry of Education policy.

•**Experience in Leveraging Technology in the Workplace** - At Te Kura, a key personal achievement of mine has been the implementation and continued maintenance of an internal staff wiki that documents processes and procedures. Before my efforts, such things were scarcely documented and resulted in errors caused by staff following their own interpretations of policies. The wiki I created has proven to be an effective tool both in helping to reduce errors and supplementing the training given to new team members.

•**Passion and Eagerness to Learn** - Even while taking on conjoint degrees in Law and Accounting, I've always found the time to take on extracurricular activities to ensure that I am giving back to the community around me whilst gaining knowledge and skills outside my degrees.

In closing, I also possess a genuine interest in technology, with my current personal pet projects including testing different Linux distros and modifying a Switch to run custom software. I am thrilled at the possibility of working at Simmonds Stewart. I appreciate your consideration and look forward to hearing from you.

Warmest regards,



Ramon Quitales