

Cover Letter

I am excited to apply for the Graduate Lawyer role at your organisation.

I am a recent Bachelor of Law (Honours) graduate at Auckland University of Technology, and I am working towards the New Zealand Practising Certificate now.

As an Honours student, I have strong research, analytical and time management skills which will help me to produce high quality and error-free works within a timely manner. I have obtained good academic results in Contract Law (A) and International Commercial Contract Law (A-) papers, which build me a solid foundation for drafting commercial contracts.

I am a collaborative team player that I am willing to contribute to positive team culture. My experience as a flight attendant has helped me to develop excellent interpersonal communication skills and customer service skills with a client-focused approach.

I can speak and write both English and Mandarin proficiently. I am willing to actively promote your organisation and develop potential clients on social media, including Chinese famous social media (i.e. Wechat).

Last semester, I did my placement at Community Legal Services Trust (Nga Manukura O Te Ture-Leaders in law). This legal experience allows me to enhance my legal knowledge, including the Treaty of Waitangi Principles and develop practical legal skills to help people in our community.

I am an honest, responsible and humorous person. I hold a current drivers licence, and I am willing to travel to fulfil job requirements. I feel confident that I will make a positive contribution to your organisation while strengthening the skills I need to work in multiple areas of law.

I have enclosed a resume highlighting my education and work experience. I hope to have the opportunity to meet with you about the Graduate position. Thank you in advance for your time and consideration

Yours Sincerely,

Jaclyn Geng