

5 December 2019

Sophie Hall  
366 Clifton Road  
Te Awanga  
HAWKES BAY 4102

Simmonds Stewart  
Level 4  
4 Vulcan Lane  
AUCKLAND 1010

To Whom it May Concern

I am Sophie Hall and I am applying for the graduate lawyer position advertised on your website.

I am 23 years old and completed my studies at the University of Otago in 2018 with an LLB and a BA, majoring in Communications.

I have spent this year travelling in India and Europe, returning home at the beginning of September to acquire a visa for a working stint in Canada.

Whilst home, I secured a short-term placement at Hansen Bate, a Hastings law firm. I have loved the experience so much that I have cancelled all onward travel as I just want to get stuck in and become a really good lawyer.

At Hansen Bate I have most enjoyed being part of a team, rolling up my sleeves, working to deadlines, losing myself in legal research and soaking up the wisdom of my senior colleagues.

With regard to my skill set, I am a great problem solver and I have a real 'can do' attitude. I am driven, competitive, diligent and a self-starter. I work well under pressure and I am unfailingly optimistic. I am a confident public speaker, a good writer, a quick thinker and a great team player. I have a sound moral compass and an eye for detail.

Until now, I have felt uncertain about which area of law I want to enter into. However, your firm's areas of expertise, namely technology and entrepreneurship, have really peaked my interest. By their very nature, they lead to ever evolving and stimulating legal challenges.

Please find attached my CV, my Academic Transcript and a written reference from a previous employer.

Thank you for your time.

Yours sincerely

Sophie Hall



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a smile on every face®**

PO Box 16 141, Hornby,  
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Phone: +64 3 349 6161 • Fax: +64 3 349 6141  
[www.cookie-time.co.nz](http://www.cookie-time.co.nz)

To whom it may concern,

Sophie Hall has been an independent contractor selling buckets of Christmas Cookies for Cookie Time Limited during the seven weeks preceding Christmas for the past four summer campaigns. The role involved running a business: buying, selling and delivering buckets of cookies within a set sales territory in New Zealand.

As an independent seller this opportunity operates on a margin only basis, involving a series of sales targets. Sophie sold in the Hawkes Bay region from the summer of 2015-2018, and was an absolute pleasure to work with throughout the campaigns.

Sophie was always hardworking, personable and very professional in all endeavours. She has excellent communication skills and an amazing ability to work effectively under pressure. Sophie consistently displayed a positive and resilient attitude and we would have absolutely no hesitation in recommending her for future employment.

Sophie was a valued member of our sales team and demonstrated many of the characteristics and skills we look for in our Christmas Cookies sellers. These include:

- Confidence and enthusiasm;
- Ability to cope with a stressful environment;
- Ability to sell, cold-call and counter objections;
- Delivery of high levels of customer service;
- High level of organisation, ability to multi-task and prioritise work;
- Self-management, motivation;
- Responsibility and ownership;
- Business related reporting and documentation;
- Banking, sales and stock reconciliation;
- Honesty and reliability;
- The ability to work as part of a team as well as an individual;

We would be happy to provide further information about Sophie, please feel free to contact us directly for more details. To ensure we fully comply with the Privacy Act we require Sophie's consent to provide a verbal reference.

Kind regards,

Kitty Eglinton  
Campaign Manager

A handwritten signature in black ink, appearing to read "Kitty Eglinton", written in a cursive style.