

Timothy Graham
20 Brown Street
Dunedin

5 December 2019

To Whom It May Concern,

I wish to apply for the graduate lawyer position at Simmonds Stewart Limited. I graduated from the University of Otago with a Bachelor of Laws and a Bachelor of Commerce (majoring in Economics) in December 2018 and completed my Professional Legal Studies with the College of Law in June of this year. I am currently travelling through Europe and will be returning to New Zealand next week.

I believe I am a good candidate because of my strong academic record and my ability to be a valuable and contributing member of a team.

I achieved consistently good grades across both my Law and Commerce degrees. I have an average grade of B+ across my law papers and I was the top performing student in two papers. Additionally, my average grade for my legal research and writing assignments was A-, demonstrating my ability to present high quality legal information and advice. My Legal Professionals Studies has also given me some experience in drafting Court pleadings, legal advice, and other legal documents.

I have maintained an active and busy life outside of study. This has included working part-time, acting as a residential "Kiwi Host" for international exchange students at Otago, and playing for a local Dunedin football team. Balancing my studies with these other pursuits has involved taking on extra responsibilities, developing workplace skills, and living and working with people from various backgrounds.

I am eager to work at Simmonds Stewart because of the firm's expertise in the technology sector. The opportunity to work alongside and learn from accomplished lawyers in a firm with international reach is enormously appealing to me and would provide invaluable insight and experience as I begin my legal career

Thank you for your consideration.

Yours faithfully,

Timothy Graham

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Timothy David Corkery Graham (Tim)

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Having completed a double degree in Law and Commerce in 2018 and my Professional Legal Studies in the first half of 2019, I am now travelling in Europe for a few months before commencing my professional career.

I have worked part time to support myself throughout my studies, have risen to positions of responsibility and I feel I have a reputation for sound and inquisitive thought, reliability and credibility.

Education

- 2019: College of Law
 - Completed Professional Legal Studies Course
- 2013 – 2018: University of Otago
 - Bachelor of Laws
 - Bachelor of Commerce (Major: Economics)
- 2007-2011: St Bernard's College, Lower Hutt (Class of 2011)

Academic Achievements

- University of Otago
 - Completed LLB and BCom in December 2018 with a Grade Point Average of 6.3 (B+) in my final year
 - First in LAWS472: International Criminal Law (2018) – 92% A+
 - First in LAWS467: International Human Rights Law (2018) – 89% A
- 2007-2011: St Bernard's College, Lower Hutt (Class of 2011)
 - School award for General Excellence Across the Curriculum, 2007-2010
 - NCEA Level 3 (2011)
 - NCEA Level 2 endorsed with Merit (2010)
 - NCEA Level 1 endorsed with Merit (2009)

Leadership Roles

- Kiwi Host for University of Otago Uni Flats, 2016-2018
 - Kiwi Hosts are full time students who live with and help international exchange students settle into life at Otago. The role involves sharing local knowledge of

New Zealand, Dunedin, and the University campus and environment with flatmates.

- House Captain – Marcellin House, 2011 (Winners of House Cup)
- College First XI Football Captain 2011

Other Achievements

- Sport
 - Northern AFC First Team: 2015 – present
 - Northern AFC First Team Player of the Year, 2017
 - Petone U-19 national tournament football squad: 2011
 - St Bernard's College First XI Football: 2010 & 2011 (Captain)

Work History

- 2018 - present: Duty Manager at Rialto Cinemas, Dunedin
- 2015-2018: Cinema Attendant at Rialto Cinemas, Dunedin
- 2017-2018: Cinema Attendant at Embassy Theatre, Wellington (summer job)
- 2012-2015: Cinema Attendant at Event Cinemas, Queensgate, Lower Hutt

Other Qualifications

- Duty Manager's Licence
- Licence Controller Qualification
- St John Level 1 First Aid Certificate

Referees

- Available on request