



**uOttawa**  
Faculté de droit  
Faculty of Law

**Centre des carrières et du développement professionnel**  
**Career and Professional Development Centre**

# The Resume and Cover Letter Guide

## Preparing and Submitting Applications

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## **WELCOME TO *The Resume and Cover Letter Guide***

Please keep in mind that your resume and cover letter are incredibly personal documents. Everything in this document is a *suggestion* and not a requirement. There are some accepted formats and standards to which *most* resumes and cover letters *tend* to conform, but you shouldn't feel absolutely compelled to abide by them. Above all, what you develop should be something that you're comfortable with.

**Whatever you do, don't copy the language in these examples word for word! You must craft your resume and cover letter to reflect your own writing style and copying these examples will surely come back to haunt you during the job search process!**

Feel free to browse this document and use it to guide your legal resume and cover letter writing. After you write your first draft, you can book an appointment with the Career and Professional Development Centre (CPDC) for a resume and cover letter review. The CPDC reviews focus on form, structure and content; although obvious errors will likely be caught, grammar and writing style are considered to be the responsibility of the author. Make sure to thoroughly check your documents yourself to ensure that they are grammatically sound. We will spend 30 minutes with you and give you tips on making your resume and cover letter more appealing to employers.

You can book an appointment for a resume and/or cover letter review in *The Source*. We also have information on recruitment and other opportunities available in *The Source* Document Library, under the Resources tab. You can reach us at [uOttawaLaw.CareerServices@uottawa.ca](mailto:uOttawaLaw.CareerServices@uottawa.ca) or meet with a Professional Development Counsellor by booking an appointment in *The Source*.

Best of luck!

Career and Professional Development Centre (CPDC)  
Common Law Section  
University of Ottawa, Faculty of Law

## PREPARING AND SUBMITTING APPLICATIONS

Your application package is a reflection of you and demonstrates that you are capable of following specific instructions. As a best practice, always include a cover letter with your application; otherwise, submit only the documents requested by the employer. You should try to submit your application as early as possible and not wait until the last minute to apply. Outside of structured recruitment processes in which deadlines are often governed by employer agreements, local bar associations or law societies, employers may choose to close a position early if they have received sufficient applications. Applying early will demonstrate your strong interest and organizational skills.

Your cover letter and resume serve as writing samples for an employer. Have your documents reviewed at least once by a member of the CPDC to ensure that your documents are ready.

### Take Advantage of CPDC Events and Services

Make the most of services and resources offered by the CPDC:

- Attend information sessions and events hosted by the CPDC to gain information, skills and guidance that will help you navigate career opportunities.
- *The Source* is a CPDC database specifically for Common Law students at the University of Ottawa; this database includes practical guides (such as this one) to prepare you for your employment search. You can find these resources in the Document Library, under the Resources tab.
- Check *The Source* regularly for current law-related jobs, internships and other opportunities.

We are ready to meet with you one-on-one to help you tailor your cover letter and resume for legal employers. Although extremely obvious errors will likely be caught, the CPDC reviews do not focus on grammar and writing style, which are considered to be the responsibility of the author.

### An Overview: Suggested Order of Tasks in Preparing Application Packages

1. Order Transcripts
2. Request and Organize References
3. Draft Your Resume and Cover Letters
4. Make an appointment at the CPDC
5. Create and Organize Additional Documents
6. Finalize, Assemble and Submit Application Package

See below for detailed steps to ensure you have fully completed each task.

## **A Step-by-Step Guide on Application Preparation**

### **1. Order Transcripts**

- ☐ Obtain official transcripts from every post-secondary program you have been enrolled in
- ☐ Scan each transcript and corresponding grading scale – only include the grading scale once for each transcript
- ☐ Save each transcript as its own PDF file
- ☐ First Year Students:
  - For applications made during fall semester, do not include law school transcripts
  - For applications made during the winter semester, include unofficial law school transcripts of your fall semester grades if official transcripts are not available by the application deadline. Include your mid-term grades for full-year courses, using the mid-term grade report for your program, which you can find in *The Source* Document Library under the Resources tab. Once your transcript containing your official grades becomes available, order a copy and provide it to employers upon request

### **2. Request and Organize References (if applicable)**

- ☐ An employer **may** request letters of reference or a list of references with your application
- ☐ Your referees should be people who know you well and can speak to your abilities and character

#### **Letters of Reference**

- ☐ Request letters well in advance of the application deadline
- ☐ Share your resume and job description (if available) with your referees when making your request
- ☐ Ask that referees provide you with the letter directly (this is standard in the legal industry) and address it “To Whom it May Concern:” so that it can be used in multiple applications
- ☐ Scan each reference letter as its own PDF file
- ☐ It is proper etiquette to promptly send a genuine and thoughtful note to thank your referees for their time and assistance. Maintaining positive relationships with your referees is important and may facilitate your request for more recommendations in the future

#### **List of References**

- ☐ Contact at least three people for permission to include them on your list
- ☐ Share your resume with anyone willing to be a reference
- ☐ Ask your referees about their preferred method of contact (phone or email)
- ☐ Compile your list of references
- ☐ Use the same header for this document as will be used on your resume and cover letter
- ☐ Title the page “List of References”
- ☐ Indicate each referee’s preferred method of contact
- ☐ Save this document as its own PDF file

## Sample List of References

**LAW STUDENT**

613.996.4515 | lstudent022@uottawa.ca

### LIST OF REFERENCES

**Layali Bouazizi**

Manager, First Jobs R Us  
Vancouver, BC  
604.963.4212 ext.789  
l.bouazizi@firstjobs.com  
(Referee prefers to be contacted by email)

**Bruno De Luca**

Supervisor, Camp Wildwood  
Canmore, AB  
403.856.9556

...

## 3. Draft and Finalize Your Resume and Cover Letters

- ❑ Follow the guidance in this document to draft your resume and cover letters
- ❑ Draft and format your documents well in advance of application deadlines
- ❑ Self-edit your resume and cover letters for grammatical or spelling errors
- ❑ Ensure that your resume and cover letters have the same header, margins, font and font size
- ❑ Include a closing salutation and signature on all cover letters
- ❑ Review your resume and cover letters with CPDC staff for content and structure (make sure to provide an editable Word version)
- ❑ Save each final document as its own PDF file. Use a free online document merger tool such as PDFmerge.com or Preview (in Apple software) to merge your application documents in the appropriate order ([see Step 6](#)). Avoid including pictures of documents or jpeg files. When submitting an application by email, do not send separate, individual documents to the employer. Make it as easy on the employer as possible to retrieve your application by attaching a single PDF file

## 4. Make an appointment at the CPDC

- ❑ Log onto *The Source* and find an appointment timeslot that works for you under the Appointments tab
- ❑ Ensure you send documents that you would like reviewed in a Word format a minimum of 24 hours before your appointment time or by Friday at 12:00 pm (noon) for Monday morning appointments

## 5. Create and Organize Additional Documents

### Writing Sample (if requested)

- ❑ A writing sample is ideally a brief memorandum of law or an excerpt from a paper that is between a maximum of five to seven pages in length (unless otherwise specified by the employer); factums are not acceptable
- ❑ If submitting an excerpt from a longer paper, include a short introductory paragraph to contextualize the content
- ❑ First year law students participating in early recruitment processes may not have had the opportunity to produce a legal writing sample; if this is the case, provide what you have
- ❑ Choose a sample that demonstrates your (preferably legal) research, writing and analytical skills
- ❑ Avoid including a piece that you collaborated on, unless the sections you drafted yourself are easily identifiable
- ❑ Remember that you can fully edit your writing sample prior to including it in your application; you do not need to submit the original product

- ☐ Save the writing sample as its own PDF file

**List of Anticipated Upper Year Courses** (If requested)

- ☐ Employers are looking to get a sense for where your interests lie; ideally, at least some of your academic interests align with their practice areas
- ☐ Research courses that you would like to take during your upper year(s)
  - Remember to account for courses required to satisfy your degree and in some jurisdictions licensing requirements
  - Understand that the list is not binding and you can change your mind; it is meant to be a reflection of your current interests
- ☐ Organize anticipated upper year courses by the year in which you intend to take the class
- ☐ Use the same header for this document as was used on your resume and cover letter
- ☐ Title the page “List of Anticipated Upper Year Courses”
- ☐ Save the list as its own PDF file

**Sample List of Anticipated Upper Year Courses**

Law Student
123 Anywhere Road, Ottawa ON • 613.741.8956 • lstudnt085@uottawa.ca
<b>List of Upper Year Courses</b>
<b>2020-2021</b>
Public International Law
Business Organizations
Civil Procedure
Law Related Internship – Department of Justice ...
<b>2021-2022</b>
Evidence
Environmental Law
Administrative Law
Trusts ....

**Draft an Addendum to your Transcript (if applicable)**

- ☐ An Addendum to your transcript may be added in order to explain personal circumstances that impacted your academic performance in **very rare cases**
- ☐ As a guideline you should only draft and include an Addendum where a situation has had a significant impact on your academic performance rather than to explain a single grade which is below your standard performance
- ☐ Your explanatory note should be concise
- ☐ Use the same header for this document as was used on your resume and cover letter
- ☐ Title the page “Addendum”
- ☐ Save the list as its own PDF file
- ☐ Book an appointment to review your Addendum content and structure with a Professional Development Counsellor (make sure to provide an editable Word version)

## Sample Addendum

### Law Student

613.852.4371 | lstudent095@uottawa.ca

#### ADDENDUM

During the Fall of 2020 I had knee surgery. While I was able to maintain a full course load and my volunteer commitments, the surgery and my recovery significantly impacted my Fall 2020 grades.

## 6. Finalize, Assemble and Submit Application Packages

- Submit only one application per employer, per recruitment cycle
- Submit only the materials that the employer requests
- Assemble application packages in the following order (This order does not apply to applications submitted using the [viLawPortal](#) since the portal requires that you upload and select each document separately when applying):
  1. Cover Letter
  2. Resume
  3. PDF copy of Law School Transcripts (official or unofficial as requested)
  4. PDF copy of Official Graduate Transcripts (if applicable)
  5. PDF copy of Official Undergraduate / College Transcripts (if applicable)
  6. List of Anticipated Upper Year Courses
  7. Letters of Reference
  8. List of References
  9. Writing Sample

### Email Applications

- Compile required application materials into one PDF document; attach file to email
  - **Helpful Hint:** Merge multiple PDF documents into one using [pdfmerge.com](https://pdfmerge.com) or using the drag-and-drop method in Preview (in Apple software)
  - Do not include pictures of documents or jpeg files
  - Keep the file size of the application package minimal to avoid overloading the recruiter's inbox
  - Name the merged PDF file using the employer's preferred instructions or using this format: YourName\_Position\_Employername.pdf
- Content of the email:
  - In the subject line, indicate the position for which you are applying (e.g. "Application for Summer 2022 Student Position")
  - In the email body, include a brief statement that includes your name, the position and that your application is attached

### viLawPortal

- Some employers use an online application collection portal called the viLawPortal, also referred to as viPortal or the Portal to receive applications
- Register and create a profile for the [viLawPortal](#)
- For step-by-step instructions on using the portal, once you have created an account and logged in, click on your profile in the top right corner and navigate to the Help section
- Upload your application materials individually to the portal; understand that at this stage, employers cannot view your materials, you are simply adding them to the portal
  - Before you can search available positions, you will need to upload at least one document
- Apply to positions by finding the employer's job posting; when prompted, select the materials to send to each employer



- Employers will only see materials that you send to them directly; they do not have access to other documents you have uploaded to the portal and they cannot see which other employers you have sent an application to. However, if you are applying to a national or global firm through the viLawPortal, the employer will have access to applications for all cities within the firm
- You should only submit your application once it is complete. While you do not want to wait until the last minute to upload your documents in case of technical difficulties, there is no strategic advantage to submitting your application far in advance of the deadline
- Once you submit your application it is considered final

**Mail and Faxed Applications (uncommon)**

- Print all required documents using black ink only
- Ensure that you have the proper mailing address/fax number
  - If the employer has more than one office, ensure that you are submitting to the proper one
- Mail application in due time to ensure it is received by the application deadline

## CREATING YOUR DOCUMENTS

### Transferable Skills

At this point in your legal career, you may feel that you don't have any useful legal skills to include on your resume. Don't worry! Much of the experience that *you already have* is important to legal employers: they are interested in professional skills that you can transfer to a legal position. It is all about how you present your past work experience and draw relevance between the positions in a cleverly drafted resume and cover letter.

Think about experiences you've had where you've developed skills such as:

#### LEADERSHIP SKILLS

Achieved	Cooperated	Handled	Represented
Adapted	Counselled	Guided	Responded
Advised	Created	Initiated	Resolved
Advocated	Defined	Instituted	Restored
Anticipated	Determined	Led	Secured
Appointed	Educated	Managed	Spearheaded
Built	Expanded	Networked	Strategized
Collaborated	Formed	Pioneered	Transformed
Conceived	Formulated	Pivoted	Trusted
Consulted	Founded	Problem-solved	

#### MANAGEMENT SKILLS

Acted	Consolidated	Improved	Reduced
Administered	Contracted	Implemented	Regulated
Analyzed	Coordinated	Increased	Reviewed
Applied	Delegated	Organized	Scheduled
Assessed	Developed	Oversaw	Strengthened
Assigned	Directed	Planned	Supervised
Attained	Established	Prioritized	Trained
Budgeted	Evaluated	Produced	
Chaired	Executed	Recommended	

#### COMMUNICATION SKILLS

Addressed	Critiqued	Interviewed	Raised
Advocated	Debated	Lectured	Reconciled
Annotated	Developed	Listened	Recruited
Arbitrated	Directed	Mediated	Responded
Arranged	Drafted	Moderated	Spoke
Articulated	Edited	Motivated	Summarized
Authored	Enlisted	Negotiated	Synthesized
Briefed	Explained	Persuaded	Translated
Collaborated	Formulated	Presented	Updated
Communicated	Facilitated	Promoted	Wrote
Convinced	Influenced	Publicized	
Corresponded	Interpreted	Published	

## RESEARCH SKILLS

Analysed	Designed	Interpreted	Reviewed
Assessed	Devised	Interviewed	Solved
Clarified	Diagnosed	Investigated	Studied
Collected	Documented	Monitored	Summarized
Compared	Evaluated	Observed	Synthesized
Compiled	Examined	Organized	Tested
Conducted	Extracted	Persevered	Upgraded
Constructed	Identified	Presented	
Critiqued	Inspected	Researched	

## TEACHING SKILLS

Adapted	Designed	Facilitated	Mentored
Advised	Developed	Familiarized	Observed
Clarified	Educated	Guided	Originated
Coached	Enabled	Informed	Performed
Communicated	Encouraged	Initiated	Planned
Coordinated	Evaluated	Instructed	Taught
Demystified	Explained	Invented	Trained

## HELPING SKILLS

Advocated	Counseled	Facilitated	Recognized
Aided	Demonstrated	Familiarized	Referred
Assessed	Diagnosed	Guided	Rehabilitated
Assisted	Educated	Mediated	Represented
Clarified	Empathized	Motivated	Respected
Coached	Expedited	Provided	Served

## ADMINISTRATIVE SKILLS

Approved	Documented	Operated	Screened
Arranged	Executed	Organized	Sorted
Catalogued	Filed	Prepared	Specified
Classified	Generated	Processed	Systematized
Collected	Implemented	Purchased	Tabulated
Compiled	Inspected	Recorded	Typed
Contacted	Modified	Retrieved	Validated
Dispatched	Monitored	Revised	

## SERVICE SKILLS

Advised	Collected	Received	Showed
Answered	Delivered	Removed	Troubleshoot
Arranged	Explained	Resolved	
Assisted	Prepared	Sold	
Changed	Problem-solved	Served	

## CREATIVE SKILLS

Acted	Created	Designed	Directed
Conceptualized	Customized	Developed	Established

Fashioned

Founded

Illustrated

Initiated

**TECHNICAL SKILLS**

Assembled

Designed

Maintained

Remodeled

Built

Devised

Operated

Repaired

Calculated

Engineered

Overhauled

Sensitized

Computed

Examined

Produced

Troubleshoot

Constructed

Fabricated

Programmed

**FINANCIAL SKILLS**

Administered

Budgeted

Forecasted

Performed

Allocated

Calculated

Instituted

Planned

Analyzed

Computed

Integrated

Prepared

Appraised

Developed

Introduced

Projected

Audited

Estimated

Managed

Researched

Balanced

Evaluated

Marketed

**OTHER**

Accomplished

Modified

Rationalized

Restored

Created

Perfected

Realized

Solved

Improved

Performed

Recommended,

Suggested

Lead

Proposed

Reduced

Transformed

Putting these verbs into bulleted phrases is an excellent method of integrating skills into your resume. In your cover letter, you want to use these words when describing previous work experience. However, always remember that, in a cover letter, you should not simply describe a past experience – demonstrate which skills were developed through the experience.

In your cover letter: *show*, don't *tell*!

## The Lawyering Essentials

You can also borrow from the following set of essential skills for lawyering, identified through a review of recent industry research coming out of reputable North-American legal institutions, organizations, and experts.

This list is a good reference point when applying for a job, or when trying to anticipate what legal employers are seeking in potential candidates.

 <b>get it done</b> <ul style="list-style-type: none"><li>• <b>define</b> objectives</li><li>• <b>plan</b> ahead</li><li>• <b>organize</b> work</li><li>• <b>manage</b> others</li><li>• <b>manage</b> change</li><li>• <b>be</b> flexible</li><li>• <b>develop</b> tech literacy</li></ul>	 <b>think it through</b> <ul style="list-style-type: none"><li>• <b>analyze</b> problems</li><li>• <b>find</b> practical solutions</li><li>• <b>be</b> creative</li><li>• <b>take</b> risks - innovate</li><li>• <b>pay</b> attention to details</li></ul>	 <b>know the law</b> <ul style="list-style-type: none"><li>• <b>gather</b> the facts</li><li>• <b>research</b> the law</li><li>• <b>practice</b> interview skills</li><li>• <b>craft</b> effective questions</li></ul>
 <b>exchange ideas</b> <ul style="list-style-type: none"><li>• <b>listen</b> attentively</li><li>• <b>write</b> effectively</li><li>• <b>speak</b> persuasively</li><li>• <b>provide</b> advice and counsel</li><li>• <b>advocate</b> for change</li></ul>		 <b>make it work</b> <ul style="list-style-type: none"><li>• <b>prevent</b> and manage conflict</li><li>• <b>problem-solve</b></li><li>• <b>negotiate</b></li></ul>
 <b>create opportunities</b> <ul style="list-style-type: none"><li>• <b>seek</b> new experiences</li><li>• <b>join</b> student clubs and professional associations</li><li>• <b>make</b> connections</li><li>• <b>establish</b> a network</li><li>• <b>get</b> involved</li><li>• <b>be</b> an entrepreneur/intrapreneur</li></ul>	 <b>work with others</b> <ul style="list-style-type: none"><li>• <b>find</b> a mentor</li><li>• <b>be</b> a mentor</li><li>• <b>serve</b> the community</li><li>• <b>serve</b> the client</li><li>• <b>be</b> a team player</li><li>• <b>embrace</b> differences</li></ul>	 <b>build reputation</b> <ul style="list-style-type: none"><li>• <b>be</b> honest and reliable</li><li>• <b>manage</b> your stress</li><li>• <b>engage</b> your passion</li><li>• <b>be</b> diligent</li><li>• <b>take</b> the initiative</li><li>• <b>exercise</b> leadership</li><li>• <b>be</b> accountable</li><li>• <b>be</b> a life long learner</li><li>• <b>know</b> your limits</li></ul>

## Writing Powerful Action Statements

Since you are limited to two pages when writing your resume, you want to ensure that every word counts and makes an impact. Below, we walk through strategies on writing powerful action statements. Try them out and your resume will pack a punch!

### STEP 1: Use Descriptive Action Verbs

Each of your work and volunteer experiences will usually contain two to five bullet points which summarize your duties, but also highlight your accomplishments. If you have experience that extends over several years, you may have a few more than five bullet points, but avoid bulky sections in your resume and try to avoid bullet statements that are more than two lines long.

Start by looking for specific action verbs to begin each statement. In order to select the most appropriate verb, think about the transferable skills you're using. For example: if you are trying to display your communication or interpersonal skills, you will likely use a verb like "answer", "request", "inform" or "liaise". Be mindful of selecting a variety of action verbs that demonstrate a wide-ranging skillset. You can refer to the [Transferable Skills](#) section or use a thesaurus if you find that you are reusing the same verbs.

### STEP 2: Incorporate information that adds value

Use one of these three approaches to get you started.

#### Approach A: What / When / Where / Why / How?

Ask yourself some questions to add detail or clarify statements. When you start to write out statements, think about what you were/are doing in the position. Then, go over some of the following questions to enhance your statement.

Question	Starter statement (What was/am I doing?)	Finished statement
<u>How?</u>	Managing a team	Managed a team of eight <u>by implementing policies and procedures, and responding to each employee's needs</u>
<u>When?</u> (period / time frame)	Reorganized filing system	Reorganized the online filing system <u>in a two-week time frame</u> (a task which was expected to be completed in two months)
<u>Why?</u>	Planned leadership activities	Led leadership development activities <u>to prepare youth to engage in community activism</u>
<u>Where?</u>	Contacted company representatives	Contacted company representatives in large supermarkets <u>across Canada</u> to collect data for market research
<u>Who?</u>	Surveyed individuals	Surveyed <u>students and alumni from the J.D. program</u> at the University of Ottawa to get their impressions on the student experience
<u>What resources did you use?</u>	Created and analyzed financial statements	Created and analyzed financial statements and reports <u>with the use of Microsoft Excel.</u>

You may want to answer one or a few of these questions. Use your judgement with regards to the relevance of the detail you are adding and keep statements as brief as possible.

### **Approach B: The PAR approach to writing statements**

This approach is especially useful when trying to uncover accomplishments realized within the workplace. Start by thinking about a *general* **P**roblem that you encountered in the workplace (keep specific examples for the interview). Once you have that, think about the **A**ctions that you performed in order to solve the problem. Finally, list the **R**esults that came from your actions, focusing on the positive ones. Once you have written all three parts, combine the elements into one description. Here is an example:

Customer Service: Health Club Manager in 5-star hotel

- **Problem:** Hotel guests were unsatisfied with the level of service in the Health Club
- **Actions:** Created and implemented an incentive program for the Health Club employees and re-trained several employees on Service+ program
- **Results:** Client satisfaction ratings improved by 30%

Combined statement:

- Improved client satisfaction ratings by 30% by creating and implementing an incentive program and re-training Health Club employees on the Service+ Customer Satisfaction Program.

### **Approach C: Impact-Mining Questions**

In addition to the above questions, here is a series of questions that you can ask yourself to capture an employer's attention:

- Was there an inconsistency in systems or were there procedures that you corrected?
- Did you manage the same or a greater amount of work, while also dealing with cuts in staffing?
- Did you improve file management or other administrative processes?
- Were you hired when the company first opened or did you help launch a start-up operation or new branch?
- Did you field problems that enabled your supervisor to be more productive or relieve your supervisor of specific duties?
- Are you more efficient than most? For instance, can you do a job that used to take 1.5 or 2 FTEs (full-time equivalents) to do?
- Did you develop forms/systems that helped improve office efficiency?
- Did you rate above average on performance evaluations?
- Did you extend your knowledge beyond your normal responsibilities?
- Did you work while completing your degree?
- Did you complete your program in less time than normal?
- Did you take challenging or experiential elective courses?
- Did you study abroad?
- Did you bring new ideas to the organization that were implemented?
- Did you identify and capitalize on particular trends?

## Resumes

Before you jump in and start drafting your resume, it is important to do a self-evaluation. Think about the position you are applying for and determine what experience and skills are required. Keep in mind that your resume can be tailored to reflect the experience that is most relevant for a particular position.

A best practice is to list your experiences in reverse chronological order starting with ongoing positions. If you are currently working two or more jobs, list the job with the most recent hire date first. Always include a start and end date for each position and include abbreviated months (Sept. 2021 – Jan. 2022) or seasons (Summer 2022) when the experience has lasted less than a year. This will allow you to be more precise and accurate with date ranges. An experience lasting over a year need not include months (2019-2021).

Be consistent and concise. If you are experiencing writer's block, refer to the section on [Transferable Skills](#) to get you moving in the right direction.

Remember: you are entering a profession where attention to detail is essential, so do not make grammatical, spelling, or structural errors. Proofread your resume and have it proofread by others.

### How is a Legal Resume Different?

Since this is probably the first time you've had to create a legal resume, it's worthwhile to briefly outline some of the key differences between legal and non-legal resumes.

Non-Legal Resume	Legal Resume
Includes a Skills Summary/Qualifications section	Has no Skills Summary section (these skills will be demonstrated in your bulleted phrases and in your cover letter)
Generally follows this sort of format: <ul style="list-style-type: none"><li>• Objective</li><li>• Qualifications</li><li>• Education</li><li>• Work Experience</li><li>• Volunteer or Extracurricular Activities</li><li>• Interests</li></ul>	Generally follows this sort of format: <ul style="list-style-type: none"><li>• Education</li><li>• Academic Awards and Achievements (if applicable and optional)</li><li>• Law-Related Experience (if applicable and optional)</li><li>• Work Experience</li><li>• Volunteer or Extracurricular Activities</li><li>• Interests</li></ul>
May include a "References available upon request" line.	Has reference information on a separate page which is included <b>only</b> when specifically requested by employers. Some employers will request reference letters so be prepared to provide them.

It is important to note that you **should not** include a picture of yourself or any other personal information like your marital status on your Canadian legal resume or anywhere else in your application. If you are drafting an international resume, refer to the country guides in "[My World Abroad](#)" for guidelines on what to include for each country. For information on how to draft a one-page US resume see the *Sample US Resumes and Cover Letters* guide in *The Source Document Library* under the Resources tab.



## Basic Resume Guidelines

### **Name and pronouns (optional)**

Include address if you want to demonstrate a tie to a city or region (optional)

No typos in your phone number | List only one phone number

Email address is professional | Remove hyperlink from your email address

## Education

2019 – Present **Juris Doctor (J.D.)**

*If you include "Faculty of Law" in your J.D. entry, be sure to include the Faculty for other degrees*

- Use Latin or English terms (i.e. "Baccalaureate" or "Bachelor"), depending on how the degree appears on your diploma
- Acronyms for degrees vary with academic institutions – check to make sure you use the accurate acronym

## Academic Awards and Achievements (Optional)

- You should include a brief description, if the title does not make it clear – e.g., Tom Law Award, awarded on the basis of academic excellence and community involvement
- This section is not mandatory; it can be included if you have law-related awards or a longer list of undergraduate or graduate awards that do not fit under your Education section or appear on your transcript
- This section can also be used strategically if there is a noticeable gap in your experience – for an example see the following [sample resume](#).

## Law-Related Experience – including SPIs, Directed Research, and Pro Bono volunteer work (Optional)

Summer 2021 **This section is optional**

- You can choose to include this section if it makes sense for your experience and the format of your resume
- The nature of the work is law-related (legal research, writing, advocacy)
- This section can include moots, the Ottawa Law Review, teaching assistant roles and other law-related extracurriculars, however those should not be the only activities listed in this section; these experiences can instead be inserted into the work, volunteer or extracurricular sections if these would be the only activities listed in this section

Summer 2020 **For your descriptions make sure:**

- Sentences are written in professional language
- Emphasize qualifications relevant to the position that you are seeking (check out the job posting for inspiration)
- Use a variety of action verbs to describe your skills – consult the [Transferable Skills](#) section for ideas
- Focus on accomplishments as well as duties – e.g. worked with management to attain monthly sales goal, attract new clients, save money

## Work Experience

2019 – 2020 **Use a layout that is easy to read**

- A table can be used to create a layout for your resume and then made invisible by removing borders before printing; you may also use tabbing to create an easy-to-use format
- Margins should be at least ½ inch
- The font should be at least size 11, but keep in mind the font style when following this rule
- Use bold bullets: they make your resume crisper and easier to read
- Choose a consistent style: use periods or do not use periods at the end of your bullet points; only use periods if you are drafting complete sentences

## Work Experience (continued)

2018 – 2019     **Keep things consistent throughout your entire resume**

- Dates align throughout (don't have them on the right in one section, and left in another)
- Bullets should align and be a consistent style and size throughout each section
- The order of job titles, institutions and locations should be the same in each section
- Use the same font and formatting throughout your resume

## Extracurricular Activities, Volunteer Experience or Community Involvement

2019 – Present     **Choose the section title that reflects your experience**

- Anything else you do in the community or at university (including club involvement)
- Focus on your transferable skills
- Use the same format and layout as your other sections

## Languages & Interests

- **This section is important to include** and is commonly used to break the ice during interviews
- List any languages you speak, read or write in and indicate your level of fluency; if you are unilingual, you do not need to include languages and can remove that word from the section title
- List things that give the employer a better idea of who you are – these are probably the things you will talk about in an interview
- Be honest and provide your current interests
- Interests should be personal (not professional or academic)

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Include your name and pronouns (optional), phone number and email on your second page footer  
Do not include page numbers – it's not necessary because resumes have a two-page maximum limit

## Cover Letters

The cover letter allows you to introduce yourself to your potential employer and provides you with an opportunity to personalize your application package. The cover letter is also an informal writing sample. It is your opportunity to demonstrate that you possess the ability to write clearly and concisely, give due regard to detail, and are enthusiastic about the organization to which you are applying. A cover letter should not simply reiterate your resume; it should highlight certain achievements, outcomes, or endeavours and follow a narrative and theme.

It is important to note that cover letters for government or social justice positions should reflect your commitment to serving the public and improving society. This theme should run through the whole document. Therefore, when describing your past jobs and skills, be sure to incorporate any associated social justice or public interest aspect.

The format of your letter should be easy to read. It should not be too short nor should it go down to the very bottom of the page. Remember to use professional language and avoid the use of slang (e.g. use “undergraduate degree” rather than “undergrad”). Be concise and pay attention to grammar, verb tense, sentence structure, and flow. Avoid wordy statements, which can detract from the readability of your letter. Self-edit your cover letter and have it proofread by others.

The closing of your cover letter should include an invitation to the employer to contact you at their convenience. In the closing, remember to use a professional ending such as “Sincerely” or “Regards”. Also, remember to sign your cover letter! Consider creating an electronic signature that can be easily inserted into virtual drafts of your cover letter.

Finally, remember that consistency is important. Make sure to use consistent format and punctuation in your letter. You should also match the header (name and contact information), margins, and font size and style in your cover letter and resume.

## What should I highlight in my cover letter?

### Hard Skills (Lawyering Skills)

It is also important to highlight basic legal skills on your legal resume. These are:

- Drafting – clear and concise writing with attention to detail
- Interviewing
- Research and Analysis
- Oral Advocacy – including logical reasoning, negotiation, and persuasiveness

These skills, especially drafting and research, are often what organizations will have you doing – so make sure you highlight your experiences and skills in these areas! Remember: Show, don't tell.

### Soft Skills

Similar to when you were drafting or updating your resume, you may feel as though you do not have much to write about if you have acquired little or no legal experience thus far. You couldn't be more wrong! As mentioned earlier, all of your past experiences, whether paid or volunteer, have allowed you to gain a multitude of skills applicable to a legal setting.

Your cover letter should highlight soft skills that pertain to the position you are seeking. Soft skills are a type of non-technical transferable skill and are often easier to describe in a cover letter than in a resume. Sometimes, the job posting can give you an idea of what the employer might be looking for; however, qualifications are rarely listed for legal positions. For a full list of essential skills for practicing law, refer to the list of [Lawyering Essentials](#) provided above.

## **How should I highlight these skills in my cover letter?**

These skills will form the main point of your second, third, and (sometimes) fourth paragraphs of your cover letter. Remember that everyone's experiences are unique. Take the time to properly assess your skills and the examples you will draw from them to ensure that your cover letter stands out and accurately represents you.

A good strategy is to think about what you want to highlight in your cover letter and not just repeat what is on your resume. Remember that your cover letter should not just be a list of skills but should tell a story about the skills you are choosing to highlight. You can highlight a couple of skills that are complimentary or related in a single paragraph. For example you could include organization, working under pressure and adhering to tight deadlines in a single paragraph since they are related skills.

A common mistake made is that the body paragraphs categorize multiple skills under a single experience; this should be the other way around. For example, instead of writing:

"During my time at XYZ organization, I acquired research, communication, and organization skills. I further honed my research, communication and organization skills at ABC firm..."

There are too many unrelated skills that are just listed; instead of regurgitating the same words from your resume in paragraph form, try dedicating one or two skills per experience and back it up with concrete examples. OR ...try dedicating one paragraph for one to three skills and back it up with examples of multiple experiences:

"I acquired excellent research skills during my time at XYZ organization. I researched one particular bill on a tight deadline and presented complex findings to my supervisor in layman's terms. In a different capacity at ABC firm, I explored....".

Your cover letter doesn't need to be ordered chronologically. It needs to tell the story of your experience that makes sense for the reader based on the skills you choose to highlight.

## Basic Cover Letter Guidelines

**Name** and pronouns (optional)

Include address if you want to demonstrate a tie to a city or region (optional)

No typos in your phone number | List only one phone number

Email address is professional | Remove hyperlink from your email address

(Use the same style header as your resume)

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Employer First Name, Last Name

Date

Employer Full Address

Dear Employer's First Name and Last Name:

### Re: Cover Letter Guidelines

**Paragraph 1 – Introduction:** A good introduction will touch on your interests as a student and then reference particular aspects about the employer that makes them attractive. Focus on what you bring to the employer instead of what the employer can offer you. You should indicate your year of study and institution, particularly if you are applying to a position during a structured recruitment process (e.g. "As a second year student at the University of Ottawa, I am interested in ..."). Misstating what the employer does or focusing exclusively on one tiny aspect of an extremely varied practice is a mistake. In addition, demonstrating a link to the city in which the firm is located and a long-term commitment to build your career in that location, can be an advantage.

**Paragraph 2 – Body:** This is your opportunity to highlight and expand on your resume (but not repeat it!). Discuss the most important skills you think are relevant to the employer and make sure to state it in the introduction sentence of this paragraph; it is a good place to talk about your law-related experience and your achievements that have stemmed from them. Be creative and concise. A good cover letter does not list your skills but demonstrates them by referring to your practical experience. Similar to the powerful action statements in your resume, think about how these skills were utilized, and what results were achieved. Do not provide statements without validating them through your experiences!

For instance, look at the difference in the following statements:

"I am a team player with efficient time-management and organizational skills."

"I learned to listen effectively and validate people's concerns during my three years as a student advisor to a group of over 30 students. I consistently ensured that I was there to support my team and students. During my second year in the role, I established a roundtable support group for first-year students as an extra means for students to come together and advise each other. As a manager at a McDonald's restaurant I juggled challenging human resources responsibilities including scheduling, assigning tasks, and general employee motivation. I developed interpersonal skills and learned to be an efficient leader and team player by employing the creativity I gained as a student advisor in order to find solutions that maximized client satisfaction."

**Paragraph 3 – Body:** Continue to expand on your experiences with a different skill set as the highlight here. Put the focus on your academic achievements, or non-employment related achievements indicative of skills that are relevant to the employer.

**Paragraph 4 – Closing:** Your closing should be concise and should include a final statement thanking the employer for considering your application. Be wary of saying "I look forward to hearing from you..." as some employers find it to be presumptive. There is no need to repeat your contact information in the closing as it is clearly indicated at the beginning of the letter.

Sincerely,

*Hand-signing your letter is an optional nice touch*

Your name printed

## Resume & Cover Letter Checklist

Upon finishing your resume and cover letter, use this checklist to make sure you have not forgotten anything!

### Resume

- ☐ Your name, pronouns (optional), address (optional), phone number and email address are clearly visible at the top of the first page of your resume
- ☐ Your resume follows the appropriate format for legal resumes
- ☐ The order in which you present information in all sections is consistent: double-check punctuation, bolding, italicizing, and alignment
- ☐ Your experience is listed in reverse chronological order
- ☐ Bullet points under each job describe the most important responsibilities you completed or some of your greatest accomplishments in the position
- ☐ Each bullet point starts with a strong action verb and uses a variety of verbs in the proper tense (i.e. past tense for completed experiences; present tense for ongoing experiences)
- ☐ Organization names are spelled out fully, followed by the acronym in brackets, before referring to the organization by its acronym
- ☐ A single work or volunteer experience is not split across pages; adjust your formatting to keep the whole experience on either the first or the second page
- ☐ Document does not exceed two pages
- ☐ Your name, pronouns (optional), phone number and email address are at the bottom of the second page

### Cover Letter

- ☐ Your header matches that of your resume
- ☐ The date of your cover letter is the application due date
- ☐ Addressee of the cover letter is correct and the spelling is accurate
- ☐ A colon follows the greeting (not a comma)
- ☐ Document does not exceed one page
- ☐ Your letter is signed (optional)

### Both Documents

- ☐ The same header is used in both documents, containing your name, pronouns (optional), address (optional), phone number and email address
- ☐ Font size and style, and ideally margins, are the same in both documents
- ☐ Any experience referenced in your cover letter can be found listed in your resume
- ☐ Your documents have been proofread by a member of the CPDC team or a colleague

## **SAMPLE RESUMES**

Please note that the resume guidelines outlined in the preceding pages are suggestions.

In the pages that follow are a number of sample resumes to get you started. Use the samples to generate ideas for your own documents. Do not borrow the language used in these samples; experienced recruiters will notice!

When you are creating your own documents, you do not need to include a page border – the borders in the samples are intended to delineate a page. In addition, the font sizes and margins of the sample may not follow the recommended guidelines. The intention is to give you a sense of the overall content, look and feel of various approaches to inspire you as you create your own resume.

If you are still feeling stuck after reviewing the resume samples that follow, you can refer to the legal resume templates available in *The Source* Document Library under the Resources tab, using the keyword: Template.

## General Resume – Gap in Experience (Travel)

**Eve Gonçalves**  
egonc072@uottawa.ca  
613-324-4675

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### EDUCATION

- |  |              |
|--|--------------|
| <b>Juris Doctor (J.D.)</b>                           | 2019-Present |
| University of Ottawa, Faculty of Law, Ottawa, ON     |              |
| ▪ Candidate 2022                                     |              |
| <b>Summer Law Program</b>                            | Summer 2020  |
| American University, Faculty of Law, Cairo, Egypt    |              |
| <b>Bachelor of Arts (B.A.)</b>                       | 2013-2017    |
| University of Alberta, Faculty of Arts, Edmonton, AB |              |
| ▪ Major: Political Science, Minor: History           |              |

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### AWARDS AND ACCOMPLISHMENTS

- |  |           |
|--|-----------|
| Trekking alone through the Annapurna Range of the Himalayas            | 2018      |
| Dean's Honour List, University of Alberta                              | 2013-2017 |
| Hunter-Cumming University Entrance Scholarship for academic excellence | 2013-2017 |

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### LAW-RELATED EXPERIENCE

- |   |              |
|---|--------------|
| <b>Student Caseworker – Criminal Division</b>   | 2021-Present |
| University of Ottawa Community Legal Clinic, Ottawa, ON   |              |
| ▪ Conduct client intake and follow-up interviews, maintain client files, attend court proceedings, and conduct legal research |              |
| ▪ Deliver presentations to community groups and answer general questions about access to justice issues                       |              |
| <b>Research Assistant</b>   | Winter 2020  |
| University of Ottawa, Faculty of Law, Ottawa, ON  |              |
| ▪ Researched and organized a legal education conference on negotiation skills and tactics                                     |              |
| <b>Pro Bono Students Canada Volunteer</b>   | 2019-2020    |
| National Association of Women and the Law (NAWL), Ottawa, ON  |              |
| ▪ Researched background information on the Canadian Human Rights Act and the status of women in the workplace                 |              |
| ▪ Drafted report of recommendations to be used by Justice Minister  |              |



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## WORK EXPERIENCE

**Programs Assistant** Summer 2016

Service Alberta, Corporate Human Resources, Edmonton, AB

- Updated a provincial employment and career development guide
- Implemented new program initiatives including creating a marketing strategy to promote the resource, which increased client usage by 33%
- Networked and developed relationships with key partners

**Accounting Clerk** Summer 2014 & 2015

Syncrude Canada, Edmonton, AB

- Processed expense statements for multiple divisions
- Entered accounts payable data into computerized accounting system

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## EXTRACURRICULAR AND COMMUNITY INVOLVEMENT

**Volunteer Crisis Intervener** 2019-Present

Women's Crisis Line, Ottawa, ON

- Provide crisis intervention and one-on-one supportive counselling
- Assess callers' needs and refer them to community resources

**Communications Representative** 2019-2020

International Human Rights Association (IHRA), Ottawa, ON

- Worked within a team to organize speakers and events including the IHRA Film Festival

**Delegate** 2016-2017

North American Model United Nation Conference, Toronto, ON

- Participated in work that involved research, negotiation, and public speaking
- Successfully competed to be one of 500 students in North America to attend the conference

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## INTERESTS

- Treading the boards as an actor in Ottawa's Fringe Festival and as Laertes in Great Canadian Theatre Company's Gender Blind Hamlet
- Knitting with abandon; friends, family and pets have all been gifted at least one original item

## General Resume – Arts Degree

### **Tom Alexander (They/Them)**

Ottawa, Ontario • K1N 6T9 • (613) 598-5939 • talex079@uottawa.ca

#### **Education**

- 2019 – Present      **Juris Doctor (J.D.)**  
University of Ottawa, Faculty of Law (Ottawa, Ontario)
- Candidate 2022
  - Edwards Abbott and John LLP Entrance Scholarship (Ottawa) for academic excellence 2019
  - Baldwin Bell Newman LLP Entrance Scholarship (Toronto) for academic excellence 2019
- 2015 – 2019      **Bachelor of Arts (B.A.) in Classics**  
Trent University, Faculty of Arts (Peterborough, Ontario)
- Dean's Honour List standing: 2016 – 2019
  - Dean's Medal for highest average 2019
  - Future Leaders Scholarship for academic achievement 2019
  - Hugh and Emily Johnson Scholarship in Humanities for outstanding academic achievement 2017
  - Kyra Craswell Award for the highest admission average in the Department of Classics 2015

#### **Professional Experience**

- 2020 – Present      **Law Student Intern**  
Amnesty International (Ottawa, Ontario)
- Research, draft, and revise memoranda in the areas of human rights and indigenous law under the supervision of staff lawyers
  - Shadow client meetings and assist lawyers in preparation for appearances before the Federal Court of Appeal
- 2020 – Present      **Server**  
Starlight Catering and Event Services (Ottawa, Ontario)
- Respond to client concerns and provide solutions
  - Assist in meal preparation and packaging
- September – April 2020      **Research Assistant**  
University of Ottawa, Faculty of Law (Ottawa, Ontario)
- Prepared a research memorandum summarizing labour arbitration decisions regarding racial discrimination
  - Edited articles regarding disability and the workplace
  - Collaborated with the Professor and a fellow Research Assistant to redesign the course plan for Introduction to Labour Law

#### **Professional Experience (continued)**

- 2019 – 2020      **Dispute Resolution and Professional Responsibility Teaching Assistant**  
University of Ottawa, Faculty of Law (Ottawa, Ontario)
- Planned and led meetings to guide students through the completion of their assignments
  - Coached and role-played in student-led mediation and negotiation simulations
- 2019 – 2020      **Administrative Assistant / Legal Assistant**  
Keel & Linsey Lawyers LLP (Ottawa, Ontario)

- Prepared research memoranda on personal injury claims
  - Drafted and edited letters for clients and opposing counsel
  - Reorganized office filing system and maintained file accuracy
  - Input time dockets and prepared billing
  - Received and directed calls to appropriate persons
- 2019      **Host / Bartender**  
The Broadway Bar and Grill (Ottawa, Ontario)
- Served clients in a high-pressure environment by completing more than 300 orders per standard shift
  - Managed waiting list and planned seating arrangements
  - Delegated tasks to wait staff
- 2018      **Server / Cook**  
Gowan Brea Café (Kenora, Ontario)
- Prepared and served specialty salads, soups, and breads
  - Completed bank deposits and maintained financial records
  - Managed restaurant and supervised employees
- 2017      **Marker-Grader**  
Trent University (Peterborough, Ontario)
- Evaluated term papers of 44 undergraduate students in a Roman Classics course

**Interests**

- **Music:** self-taught acoustic guitar player, limited local appearances at campfires, backyard patios and the occasional front porch
- **Audiophile:** discovering new artists, creating playlists and collecting a library of vintage and new vinyl albums
- **Outdoor recreation:** running 5km every weekday morning and skating the Rideau Canal in winter

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**Tom Alexander** (They/Them)

(613) 598-5939 • talex079@uottawa.ca

## General Resume – Science Degree

### Gurpreet Gill (He/Him)

987 Winterspring Avenue, Orleans, ON, K1L 1L1  
(613) 222-1111

ggill@gmail.com

#### EDUCATION

- |              |   |            |
|--------------|---|------------|
| 2020-Present | <b>Juris Doctor (J.D.)</b><br><b>Faculty of Law, Common Law, University of Ottawa</b><br>▪ Candidate 2023<br>▪ University of Ottawa Professional Training Scholarship for Academic Excellence, 2020   | Ottawa, ON |
| 2016-2020    | <b>Bachelor of Medical Sciences, Chemistry Honours (B.M.Sc.)</b><br><b>Faculty of Medicine, University of Ottawa</b><br>▪ Thesis Research: Chelators Suitable for the Nutritional Supply of Metals<br>▪ Graduated with Distinction, University of Ottawa, 2020<br>▪ Dean's Honour List, University of Ottawa, 2017-2020<br>▪ In-Course Scholarship for Academic Excellence, 2018<br>▪ University of Ottawa Entrance Scholarship for Academic Excellence, 2016 | Ottawa, ON |

#### RELEVANT EXPERIENCE

- |              |  |            |
|--------------|--|------------|
| 2021-Present | <b>Communications Coordinator</b><br><b>International Law Students Association, University of Ottawa</b><br>▪ Planning and coordinating events and speakers<br>▪ Promoting academic and social events to classmates<br>▪ Delegating responsibilities to first-year committee members   | Ottawa, ON |
| 2021-Present | <b>Anti-Stigma Campaign Member &amp; Volunteer</b><br><b>Elephant in the Room, University of Ottawa</b><br>▪ Helped launch an online campaign to facilitate conversations that seek to de-stigmatize mental illness and promote wellness for law students, using various social media platforms<br>▪ Organized and executed the electoral process for the 2020-2021 executive                  | Ottawa, ON |
| Summer 2021  | <b>Researcher, Youth Council of Canada</b><br><b>Pro Bono Students Canada, University of Ottawa</b><br>▪ Examined Ontario legislation and case law governing the accessibility of income assistance for youth aged 13 to 24<br>▪ Drafted a report to provide a general overview of accessibility to income assistance for youth by focusing on their age, family type and employment situation | Ottawa, ON |
| 2021         | <b>Research Assistant, Law and Technology Program</b><br><b>Professor Okoro, University of Ottawa</b><br>▪ Examined provincial statutes and case law regarding cadaver donations for science research<br>▪ Prepared research memoranda and drafted text for inclusion in the final research paper  | Ottawa, ON |

- |             |  |            |
|-------------|--|------------|
| Summer 2020 | <b>Assistant to the Administrative Coordinator<br/>Canadian Diabetes Association</b>   | Ottawa, ON |
|             | <ul style="list-style-type: none"><li>▪ Drafted professional correspondence and reports</li><li>▪ Updated and maintained the national membership database</li><li>▪ Managed and coordinated resource orders</li></ul>  |            |
| Spring 2020 | <b>Business Mobile Delivery Group Operator<br/>O2—Telefonica Europe</b>  | London, UK |
|             | <ul style="list-style-type: none"><li>▪ Developed a user-friendly and accessible mobile phone ordering system with team members</li><li>▪ Communicated with corporate customers and senior management to ensure order quality and to plan for future business needs</li></ul>                    |            |
| Summer 2019 | <b>Inbound Customer Service Agent<br/>Citikey</b>  | London, UK |
|             | <ul style="list-style-type: none"><li>▪ Analysed customers' billing needs and drafted reports outlining necessary system requirements and adjustments</li><li>▪ Negotiated account amendments with clients during the transition to the new billing process</li></ul>                            |            |
| Summer 2018 | <b>Caregiver for Senior Citizens Nursing Care<br/>Happy Creek Home</b>   | Ottawa, ON |
|             | <ul style="list-style-type: none"><li>▪ Planned and supervised group activities and outings</li><li>▪ Drafted incident and medication reports for client case files</li><li>▪ Negotiated solutions with co-workers to resolve client difficulties and made appropriate recommendations</li></ul> |            |

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#### COMMUNITY INVOLVEMENT

- |           |   |            |
|-----------|---|------------|
| 2021      | <b>Orientation Week Leader<br/>Faculty of Law, Common Law, University of Ottawa</b>   | Ottawa, ON |
|           | <ul style="list-style-type: none"><li>▪ Organized and participated in virtual Orientation Week activities welcoming first year students to the Faculty of Law</li></ul>                           |            |
| 2016-2017 | <b>Tutor<br/>Young Tutors Program, Faculty of Science, University of Ottawa</b>   | Ottawa, ON |
|           | <ul style="list-style-type: none"><li>▪ Developed lesson plans, for individual and group sessions, and tutored students in high school science classes</li></ul>                                  |            |
| 2015-2016 | <b>Wellness Volunteer<br/>Palliative Care Centre</b>  | Ottawa, ON |
|           | <ul style="list-style-type: none"><li>▪ Assisted in organizing activities for residents by interviewing residents to identify opportunities and participating in team planning sessions</li></ul> |            |

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#### ACTIVITIES AND INTERESTS

- Travel: highlights include hiking in the Australian outback, swimming with sharks in Hong Kong, and mountain climbing in Tibet
- Gourmet cooking and exploring wine and food pairings

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**Gurpreet Gill (He/Him)**  
(613) 222-1111

ggill@gmail.com

## Previous Career and Graduate Studies

### JIN WOO PARK

(613) 222-1111 • jwpark76@gmail.com

#### Education

- |   |                |
|---|----------------|
| <b>Juris Doctor (J.D.)</b><br>University of Ottawa   Ottawa, Ontario  | 2020 – Present |
| <ul style="list-style-type: none"><li>• Candidate 2023</li></ul>  |                |
| <b>Master of Business Administration (M.B.A.)</b><br>University of New Brunswick   Fredericton, New Brunswick | 2009 – 2011    |
| <b>Bachelor of Arts (B.A.)</b><br>University of British Columbia   Vancouver, British Columbia                | 2005 – 2009    |
| <ul style="list-style-type: none"><li>• Major: History, Minor: Psychology</li></ul>                           |                |

#### Law-Related Experience

- |  |                |
|--|----------------|
| <b>Research Assistant</b><br>Faculty of Law, University of Ottawa   Ottawa, Ontario  | 2021 – Present |
| <ul style="list-style-type: none"><li>• Researching and summarizing case law, legislation and articles as well as writing and editing content for a forthcoming Tort Law textbook</li><li>• Assisting with conception, design and programming of new website</li></ul> |                |
| <b>Communications Coordinator</b><br>Mature Students in Law Association   Ottawa, Ontario  | 2020 – Present |
| <ul style="list-style-type: none"><li>• Writing bi-monthly newsletter and managing social media accounts</li><li>• Organizing annual networking activities with local legal practitioners</li></ul>  |                |

#### Professional Experience

- |  |             |
|--|-------------|
| <b>Product Manager</b><br>Chemicalis Explosives   Halifax, Nova Scotia   | 2015 – 2020 |
| <ul style="list-style-type: none"><li>• Reported to the President of Product Management and responsible for a product line representing \$12 million in annual sales revenue</li><li>• Launched replacement product into the marketplace resulting in a 400% annual unit sales increase</li><li>• Analyzed competitive product offerings in terms of features and benefits as well as price points and drafted monthly reports</li><li>• Negotiated price factors with third party manufacturer as member of the negotiating team</li><li>• Designed and implemented new training modules for a product sales team of 15 members</li><li>• Maintained and grew nationwide chemical contents database</li></ul> |             |

### **Customer Service Manager**

2013 – 2015

Chemicalis Explosives | Halifax, Nova Scotia

- Directed a 10-member customer service department including hiring, training, and managing staff
- Processed incoming orders, coordinated shipments, and handled incoming calls from customers
- Managed implementation of new sales system ensuring a smooth transition for both team members and customers
- Acted as a liaison between customer service department and senior management; represented department and ensured all departmental needs were met

### **Product Development and Product Sales Manager**

2011-2013

Chemicalis Explosives | Halifax, Nova Scotia

- Supervised a team of five members working on product development in the chemical industry
- Represented a company at numerous trade shows and sales venues
- Developed and implemented sales strategies
- Defined roles and responsibilities of each group member to ensure optimum efficiency and to strengthen communication channels

## **Achievements and Distinctions**

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### **UNICEF Volunteer of the Year Award**

2019

- Awarded on the basis of contributions to the local community

### **ABC Enterprise Education Scholarship**

2019

- Awarded on the basis of community involvement and academic achievement

### **University of New Brunswick Entrance Scholarship**

2017

- Awarded on the basis of academic excellence

## **Volunteer and Extra-curricular Activities**

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Coach, Community Soccer

2020 – Present

Soccer Player and Member of Community Soccer League

2008 – Present

Volunteer Fundraiser, UNICEF Halifax

2017 – 2019

Member, University of British Columbia Community Relations Committee

2007 – 2009

Member, Youth-wing of both federal and provincial political parties

2011 – 2015

## **Languages and Interests**

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- **Languages:** Fluent in English and Korean; basic conversational French
- **Reading:** Political science and biographies, current events and murder mysteries
- **Sports and leisure:** playing community soccer, teaching daughters to ski in winter and paddle board in summer, and camping with family

## Public Interest Focus

### Ms. Finley Cullen

15 Mill Road  
Cornwall, ON | K7O 2L5  
613.998.6688 | finley.cullen@gmail.com

#### EDUCATION

- 2018-Present      **Juris Doctor (J.D.)**  
University of Ottawa, Ottawa, ON
- English Common Law Program
  - Candidate 2021
- 2014-2018      **Bachelor of Arts, Honours (B.A. Hons.)**  
McGill University, Montreal, QC
- Major: Psychology
  - Graduated on the Dean's List
- 2014-2015      **Herstmonceux Castle**  
Queen's University, Hailsham, UK
- Completed first year of the International Studies Program

#### LAW-RELATED EXPERIENCE

- 2020-Present      **Teaching Assistant, Dispute Resolution and Professional Responsibility**  
University of Ottawa, Faculty of Law, Ottawa, ON
- Coach and evaluate first-year students conducting mock negotiations, mediations, and client interviews
- Summer 2020      **Pro Bono Students Canada Volunteer**  
Family Law Information Center, Ottawa, ON
- Shadowed Duty Counsel conducting client interviews, attending court, and completing administrative tasks
  - Responded to client concerns and assisted clients completing forms using Divorce Mate
- 2019-2020      **Volunteer**  
Canada Without Poverty, Ottawa, ON
- Researched the effects of workfare programs on low-income families in Canada
  - Drafted the workfare section of CWP's submission to the United Nations Committee on Economic, Social and Cultural Rights
- Fall 2019      **Negotiation Competition Participant**  
Dentons LLP 20<sup>th</sup> Annual Negotiation Competition, Ottawa, ON
- Employed negotiation and communication strategies to achieve mutually beneficial outcomes for opposing client teams
- Winter 2019      **Pro Bono Students Canada Volunteer**  
Canadian Foundation for Animal-Assisted Support Services, Ottawa, ON
- Researched legislation relating to service animals at the municipal, provincial, federal and international levels
  - Drafted a report to be used in the organization's Annual General Meeting



- Fall 2018      **Pro Bono Students Canada Volunteer**  
Immigrant Women Services Ottawa, Ottawa, ON
- Researched family and criminal law issues relating to immigrant women in situations of abuse
  - Prepared and presented educational seminars to staff
- Fall 2018      **Participant**  
Nelligan O'Brien Payne First-Year Moot Court Competition, Ottawa, ON
- Drafted a factum in relation to damages in a contract dispute
  - Presented oral arguments at an appellate level, as a member of a two-person team, to a panel of three judges
- Winter 2018      **Mock-Trial Competitor**  
McGill Pre-Law Society, McGill University, Montreal, QC
- Semi-finalist, member of a four-person team
  - Prepared and presented opening and closing arguments for both sides of a civil trial regarding the negligent transmission of a sexually transmitted disease
  - Examined and cross-examined witnesses

## WORK EXPERIENCE

- Summer 2018-2020      **Summer Employment Officer**  
Service Canada, Cornwall, Ontario
- Facilitated the development of relationships between students and employers
  - Recruited new organizations, fundraised and planned social events
- Summer 2017      **Administrative Assistant**  
AA Trucking Ltd., Cornwall, ON
- Filed electronic customs clearances and performed general administrative duties
  - Maintained records for fleet of 20 trucks
- 2016-2017      **Bartender/Server**  
Freddy's Bar & Grill, Cornwall, ON
- Organized and coordinated a weekly trivia night
- Summer 2015-2016      **Credit Analyst**  
Canadian Imperial Bank of Commerce, Cornwall, ON
- Received bilingual calls in a high-volume call centre
  - Approved credit card applications and granted credit limit increases

## LANGUAGES AND INTERESTS

- Languages: conversant in French, fluent in English
- Dog enthusiast: regularly foster Catahoulas who are waiting for their forever homes
- Painting: mad skills with paint-by-number
- Community involvement: University of Ottawa orientation week leader, organized the University of Ottawa class of 2021 community gift to Habitat for Humanity

## Concurrent experiences

**Elizabeth (Lily) Marques**

(613) 445-3366 • elmarques@uottawa.ca

### EDUCATION

- 2019 – Present      **Juris Doctor (J.D.)**  
University of Ottawa, Faculty of Law, Ottawa, ON
- Candidate 2022
  - Intensive Dispute Resolution Program, Winter 2020
- 2015 – 2019      **Bachelor of Arts (B.A.)**  
University of Manitoba, Faculty of Arts, Winnipeg, MB
- Major: Sociology, Minor: Political Science
  - Graduated First Division – Bachelor of Arts, 2019
  - Dean's Academic List, 2016 – 2019

### WORK EXPERIENCE

- 2020 – Present      **Associate Editor**  
University of Ottawa Law Review, Ottawa, ON
- Editing and verifying articles submitted for references, style, and grammar
  - Mentoring Assistant Editors and serving on the Human Resources Committee
- 2020 – Present      **Contract Law Tutor**  
University of Ottawa, Faculty of Law, Ottawa, ON
- Facilitating weekly drop-in and access and equity tutorial sessions for first-year law students
  - Developing lesson plans and practice problems for general tutorials and exam preparation sessions
- Summer 2020      **First Year Summer Student**  
Scoot, John & Run LLP, Toronto, ON
- Worked in the litigation, corporate, and labour & employment practice groups
  - Published article “Just Cause: Can it be a Successful Defence?” in the Employment and Labour Law Reporter
- 2019 – 2020      **Website Maintenance Officer**  
Roman Inc, Ajax, ON (Head Office)
- Editing literature posted on three websites for clarity, grammar and cohesion
  - Coordinating with website designer and website host to troubleshoot problems
- 2017 – 2019      **Training Institute Assistant**  
Centre for Autism, Winnipeg, MB
- Planned and organized local and national conferences
  - Created and maintained databases for education courses
  - Coordinated and organized daily schedule for department of ten individuals
- 2017 – 2018      **Research Assistant**  
Department of Psychology, University of Manitoba, Winnipeg, MB
- Conducted secondary research for a PhD candidate focusing on Indigenous women's experiences on reserves in Canada
  - Transcribed and analyzed 25 interviews

- 2015 – 2017      **Campus Tour Guide and High School Liaison Officer**  
University of Manitoba, Winnipeg, MB
- Conducted campus tours and social activities for potential students
  - Led presentations in high schools as part of the university recruitment team

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## COMMUNITY INVOLVEMENT

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- 2020 – Present      **Peer Advisor**  
University of Ottawa, Faculty of Law, Ottawa, ON
- Mentoring 50 first-year law students
  - Organizing social and academic events to cultivate community within the Faculty
- 2019 – Present      **Best Buddies Canada**  
University of Ottawa Chapter, Ottawa, ON
- Organizing and participating in events for individuals with developmental disabilities
- 2019 – Present      **Volunteer LEAF** (Women's Legal Education and Action Fund)  
University of Ottawa Chapter, Ottawa, ON
- Facilitating gender equality workshops for grade 7 students by creating and presenting plain language material
- 2019 – 2020      **Women's Division Volunteer**  
University of Ottawa Community Legal Clinic, Ottawa, ON
- Assisted upper year students in case preparation by reviewing files and conducting research
  - Shadowed intake interviews and court appearances
- 2016      **Social Skill Building Group & Evening Respite**  
Centre for Autism, Winnipeg, MB
- Assisted a group of seven- to eight-year-old children with autism in developing social skills including cooperation and conversation
  - Provided evening respite care to children with autism while their parents attended educational workshops
- 2015 – 2016      **Student and Alumni Relations Committee**  
University of Manitoba, Winnipeg, MB
- Facilitated student and alumni involvement in university life
  - Organized events including sporting events and activity days

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## INTERESTS

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- TV aficionado – thoroughly enjoy multi-season character development, current favourite Atypical on Netflix
- All things trivia – competitive player and charity fundraiser host

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**Lily Marques**

(613) 445-3366   elmarques@uottawa.ca

## **French Common Law Program**

**AYUMI NAKAMURA**

**She/Her**

(613) 727-5555 ▪ anakamura@gmail.com

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### **EDUCATION**

**Juris Doctor (J.D.), French Common Law** 2019-Present

University of Ottawa, Ottawa, Ontario

- Candidate 2022
- Awarded Carswell Book Prize for highest standing in Administrative Law

**Master of Arts (M.A.), Philosophy of Law** 2017-2018

University of Western Ontario, London, Ontario

**Bachelor of Arts (B.A.), Philosophy** 2013-2017

McGill University, Montreal, Quebec

- Dean's List 2013-2017

### **LAW-RELATED EXPERIENCE**

**Moot Competitor** 2020-2021

Philip C. Jessup International Law Moot Court Competition, Ottawa, Ontario

- Selected as 1 of 4 team members to represent the University of Ottawa
- Placed 5th overall in the world's largest moot competition with participants from roughly 700 law schools in 100 countries and jurisdictions

**Criminal Law Tutor** 2020-2021

University of Ottawa, Faculty of Law, Ottawa, Ontario

- Conducted bi-weekly lectures covering full-year curriculum to 20 1L students in order to solidify subject matter covered in class
- Met with students one on one to answer questions
- Administered practice exams and provided constructive feedback to students

**Volunteer** 2020

University of Ottawa Community Legal Clinic, Civil Division, Ottawa, Ontario

- Shadowed upper-year case workers and assisted with case preparation
- Observed client intake interviews

### **EMPLOYMENT EXPERIENCE**

**Student, Research & Corporate Affairs** Summer 2020

Tyco Inc., Ottawa, Ontario

- Researched and created memorandums on corporate compliance issues
- Drafted and presented a position paper to senior management

**Bilingual Guide**

Summer 2019

Newfoundland War Memorial, Beaumont-Hamel, France

- Provided educational tours in both English and French of the World War I Newfoundland Memorial Park to students, veterans, and the general public

**Assistant Program Coordinator, Outdoor Leadership Centre**

2017-2018

**Facilitator, Outdoor Leadership Centre**

Summer 2017

YMCA, London, Ontario

- Supervised 15 facilitators
- Facilitated Corporate Development and Teambuilding, Earthkeepers (Environmental Education), and LEAD (Leadership Education for Adolescent Development) programs
- Liaised with key stakeholders and strengthened relationships through clear communication
- Coordinated schedules and events, such as annual end of camp celebration

**Recreation Director**

Summer 2017

Camp Elm Tree, London, Ontario

- Created recreation programs for 75 youth campers, at an overnight camp

**COMMUNITY INVOLVEMENT**

**Campus Community**

- |  |              |
|--|--------------|
| ▪ Member, Business Law Students' Society, University of Ottawa   | 2019-Present |
| ▪ Member, Social Committee, Common Law Students' Society (CLSS)  | 2019-2020    |
| ▪ First Year Representative, Common Law Students' Society (CLSS) | 2019-2020    |
| ▪ M.A. Representative, Western Graduate Student Association      | 2017-2018    |
| ▪ Arts Representative, McGill Student Federation                 | 2016-2017    |

**Community at Large**

- |   |              |
|---|--------------|
| ▪ Volunteer, REACH Canada, Pro Bono Students Canada                     | 2019-Present |
| ▪ Volunteer, Vote out Loud Project, Pro Bono Students Canada            | 2019-2020    |
| ▪ Presenter, International Conference on Recreation and Leisure Studies | 2015         |
| ▪ Child Minder, YMCA Montreal After School Program                      | 2016-2017    |
| ▪ Peer Mentor, McGill University Faculty of Arts                        | 2015-2016    |
| ▪ Assistant Stage Manager for 'The Hobbit', Boyd Drama Society          | 2013-2014    |

**LANGUAGES & INTERESTS**

- Fluently bilingual in English and French; intermediate Japanese
- Avid hockey and Ultimate Frisbee player
- Amateur videographer and photographer ([www.ayumisdigitaldiary.ca](http://www.ayumisdigitaldiary.ca))

## Combined Program – Programme de droit canadien

**Jean-François CLOUTIER**

613-123-4567 • jfclou061@uottawa.ca

### EDUCATION

#### **Juris Doctor (J.D.)**

**2019-Present**

University of Ottawa, Faculty of Law, French Common Law Section (Ottawa, ON)

- Anticipated graduation: 2023
- Programme de droit canadien

#### **Licentiate in Law (LL.L.)**

**2019-Present**

University of Ottawa, Faculty of Law, Civil Law Section (Ottawa, ON)

- Anticipated graduation: 2023
- Programme de droit canadien

#### **Certificate of Introduction to Chinese Law**

**Spring 2018**

China University of Political Science and Law (Beijing, China)

#### **Bachelor of Arts (B.A.) in Law and Justice**

**2014-2018**

Acadia University, Department of Law and Justice (Wolfville, NS)

- Graduated *Cum Laude*
- Acadia University Entrance Scholarship (2014-2018): Renewable bursary awarded to students on the Dean's List
- Leadership Award (2015): Awarded to students who have demonstrated outstanding school and community leadership

### EMPLOYMENT EXPERIENCE

#### **Student Facilitator**

**2021-Present**

University of Ottawa, Faculty of Law, Career and Professional Development Centre (CPDC) (Ottawa, ON)

- Maintaining the day-to-day operations of the CPDC
- Counselling students on drafting documents relevant to the job search in one-on-one meetings
- Editing student documents such as résumés and cover letters via e-mail
- Training new staff members and participated in interviewing potential CPDC employees

#### **Intern**

**2021**

Department of Justice Canada, Dispute Prevention and Resolution Division (Ottawa, ON)

- Researched the meanings of “state” and “government” in the *Draft Bill to enact the new Code of Civil Procedure* and drafted memoranda explaining the implications on the federal government
- Updated and edited the footnotes of the *Commercial Arbitration Act* Guide
- Translated documents on legal subjects including confidentiality and standard clauses in dispute resolution
- Researched and summarized case law and produced a bilingual written description of the department's involvement with the *Draft Bill* for the Info Letter read by over a hundred dispute resolution lawyers in the federal government
- Drafted an article on the qualities required to mediate and presented findings to the members of the legal services team

**Summer Law Student**

**2020**

Richard Professional Corporation (Truro, NS)

- Researched legal issues and presented findings to senior lawyers
- Composed legal documents required for court proceedings such as pleadings, affidavits and facts
- Drafted and edited letters to be sent to clients and opposing counsel, assisted at meetings with clients
- Assisted with real estate transactions by inputting data in software, managing the files and attending the completion of the transaction with the opposing party
- Completed incorporation documents and maintained corporate record books
- Prepared closing reports for real estate transactions as well as wills and powers of attorney

**Research Assistant**

**2018-2019**

Acadia University, Department Law and Justice (Wolfville, NS)

- Participated in a research study on street-involved people's relations with public authorities by conducting research and leading interviews with participants

**COMMUNITY INVOLVEMENT**

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**Treasurer**

**2015-2017**

**Co-Founder and President**

**2014-2015**

Rights and Democracy Network (Wolfville, NS)

- Established a Rights and Democracy Network at Acadia University
- Organised activities to raise awareness and to promote rights and democracy in Canada and abroad

**Coordinator**

**2014**

United Nations Simulation (Wolfville, NS)

- Promoted the United Nations Simulation taking place in Wolfville by creating and presenting material to 15 high schools in the district

**Member**

**2014-2016**

Acadia University, Charity Committee (Wolfville, NS)

- Fundraised for the Heart and Stroke Foundation and Big Brothers Big Sisters of Canada by organizing monthly social nights

**Volunteer**

**2013**

Habitat for Humanity (La Matanza, Argentina)

- Provided hands-on assistance in the construction of ten homes

**LANGUAGE AND INTERESTS**

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**Languages:** Fully bilingual (French and English)

**Memberships:** Ontario Bar Association and *Association des juristes d'expression française de l'Ontario*

**Interests:** SIM Racing – compete in annual Daytona 24-hour e-sport race  
Carpentry – design and build DIY furniture

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**Jean-François CLOUTIER • 613-123-4567 • jfclou061@uottawa.ca**

## Second Career – Promotions

### Juvenson St-Juste

11-401, King-Edward Ave.  
Ottawa (Ontario) N1N 5G2  
613-239-2934 | juvenson.stjuste11@gmail.com

#### Education

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##### **Juris Doctor (J.D.)** 2019-Present

Faculty of Law, University of Ottawa, Ottawa (Ontario)

- Candidate 2022
- Meryl Stykes Entrance Scholarship – awarded for academic merit – 2019

##### **Bachelor of Education (B.Ed.)** 2002-2003

Faculty of Education, University of Toronto, Toronto (Ontario)

- French and Music; Intermediate and Senior Levels
- Ontario Certified Teacher (OCT) – 2003

##### **Master of Arts (M.A.)** 2000-2002

Faculty of Graduate and Postdoctoral Studies, University of Ottawa, Ottawa (Ontario)

- Specialized in French Literature

##### **Bachelor of Arts (B.A.)** 1996-2000

Erindale College, University of Toronto, Toronto (Ontario)

- Double Major: French and Philosophy

#### Law-Related Experience

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##### **Participant** 2020-Present

Frank M. Callaghan Inter-University Moot Competition, Faculty of Law, University of Ottawa, Ottawa (Ontario)

- Drafted a factum and argued a case in the areas of criminal and constitutional law
- Ranked 3rd among 25 teams for all events

##### **Tutor, Constitutional Law** 2019-2020

Academic Success Program, Faculty of Law, University of Ottawa, Ottawa (Ontario)

- Provided academic assistance to first-year students in writing, legal research and exam preparation

##### **Volunteer** 2019-2020

Pro Bono Students Canada, Office of the Children's Lawyer, Ministry of the Attorney General, Toronto (Ontario)

- Conducted legal research related to matters of child custody and protection
- Reviewed cases, prepared case summaries and updated internal database
- Drafted facta and prepared for appeal
- Observed and collaborated with Counsel during trials

##### **Legal Research Assistant** Summer 2019

Professor Grace Luongo, Toronto (Ontario)

- Researched municipal and regional by-laws
- Prepared land severance briefs for minor variances and non-conforming land uses



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## Professional Experience

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<b>Assistant Head, English Department and Summer School Chair</b>	2016-2018
<b>High School Teacher</b>	2004-2018
<b>Consultant, French and Music</b>	2003-2018

Peel District School Board, Mississauga (Ontario)

- Oversaw all aspects of day-to-day operations, including policy implementation, teacher hiring, professional development, curriculum, testing, inventory, and budgets
- Conducted in-house writing and evaluation training sessions for approximately 30 principals and senior administrators and over 500 teachers
- Presented seminars at provincial teacher education conferences
- Supported the Ontario Ministry of Education in the evaluation of a standardized test to measure reading skills across the province
- Fulfilled the mandate of Divisional Executive for the Ontario Secondary School Teachers' Federation (Vice President, 2011-2015; Professional Development Representative, 2007-2009 and Educational Excellence Representative, 2005-2007)
- Sponsored a variety of extracurricular student activities, including musical and dramatic productions, field hockey, volleyball teams, yearbook and student council
- Ensured the implementation of the Ontario curriculum and provided a full range of instructional activities, including classroom management, planning, assessment, special education support and related administrative duties.

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## Community Engagement

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<b>Volunteer Cook</b>	2008-2018
• Served as Grill Master at the annual Royal Bank Run for the Cure charity event	

<b>Soccer Coach</b>	2009-2016
• Coach the junior girls' soccer team, winners of the 2010, 2012 and 2013 regional championships	
• Coordinate practices and tournaments, and organize team building events	

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## Languages & Interests

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- Languages: French and Creole (Fluent), English (Intermediate)
- Create Family Traditions: make clay pottery bowls using traditional Haitian colours and travel back in time through genealogical research

## Combined Program – Joint JD/MA

### GINNY M.A. WALKER

613-333-5555 ■ gwalk790@uottawa.ca

#### EDUCATION

- 2019 – Present     **Juris Doctor (J.D.)**  
*University of Ottawa, Faculty of Law (Ottawa, ON)*
- Candidate 2023
  - Joint Program Research Essay: “Trade, Investment and Development in the Southern African Development Community”
- 2019 – Present     **Master of Arts in International Affairs (M.A.)**  
*Carleton University, Norman Paterson School of International Affairs (Ottawa, ON)*
- Candidate 2023
  - Concentration: International Dimensions of Development
- 2015 – 2018     **Bachelor of Arts (B.A.)**  
*University of Northern British Columbia, Faculty of Arts (Prince George, BC)*
- Double-major: Political Science and Women’s Studies
  - Completed a four-year degree program in three years
  - Graduated with Distinction

#### ACADEMIC AWARDS and ACHIEVEMENTS

- **Sherine Khalil Memorial Bursary in International Affairs** – for undertaking research related to women’s issues in the Global South (2020)
- **Graduate Studies Scholarship** – awarded on the basis of academic achievement (2020)
- **Marcel Hamelin Entrance Scholarship** – awarded on the basis of academic achievement (2019)
- **Dean’s Honor List** (2015– 2018)
- **Beverly Mascoll Scholarship** – for academic achievement and contribution to the Black community (2016)

#### WORK EXPERIENCE

- Summer 2021     **Clinical Law Student**  
*Department of Justice Internship - Canada Border Services Agency (Ottawa, ON)*
- Researched case law and secondary sources in national security, immigration, customs and human rights law
  - Drafted and edited legal memoranda and incorporated supervisor feedback
- 2020 – 2021     **Research Assistant**  
*Maynes Community Outreach (Ottawa, ON)*
- Researched women’s diaspora organizations from the Great Lakes region of Africa, and identified academics studying gender justice and violence
  - Drafted an annotated bibliography of resources related to gender violence
  - Assisted in the organization of a one-day workshop by contacting potential participants and coordinating their presentation topics
- 2018 – 2019     **Instructional Assistant/Program Advisor**  
*John Paul II College (Vancouver, BC)*
- Advised students in the Bachelor of Arts and General Studies programs, individually and in groups, on the development of their academic plans
  - Edited and developed program materials to assist students in the completion of their degree requirements
  - Acted on behalf of the program during the review and assessment of the newly implemented electronic degree audit conducted by the Registrar’s Office

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**WORK EXPERIENCE (CONTINUED)**

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- 2017      **Summer Student Researcher**  
*Caribbean Heritage Council* (Vancouver, BC)
- Researched the shortage of Caribbean history and culture in the British Columbia English Language Arts and Social Studies curricula through online and print resources, and by conducting focus groups consisting of high school students
  - Compiled the findings in a report presented with a colleague at the *One Vision-Many Voices: Cross Cultural Education Conference*, November 17 to 19, 2017

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**EXTRA-CURRICULAR and VOLUNTEER EXPERIENCE**

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- 2019 – Present      **Co-President; Co-Vice President Social**  
*Black Law Students' Association (BLSA), University of Ottawa, Faculty of Law* (Ottawa, ON)
- Coordinate and plan various events along with other executive members, including visiting lectures by three African-Canadian justices, panel discussions on race in the law, and welcome and dessert nights
  - Fundraised \$3500 and organized the participation of BLSA members at the Black Law Students' Association of Canada National Conference (February 2020)
- Summer 2021      **Volunteer**  
*Students Taking Action (STA Canada)* (Ottawa, ON)
- Researched and drafted a report on the effectiveness of STA's advocacy tool, 1-800-Genocide by conducting a literature review and preparing and submitting a questionnaire to prominent human rights activists
  - Proposed strategic advocacy recommendations to STA's national committee for use in future advocacy campaigns
- Spring 2020      **Volunteer**  
*Development New Delhi* (New Delhi, India)
- Taught English and Math to underprivileged youth
  - Evaluated daily assignments and prepared end of year assessments
- 2014 – 2018      **Co-Founder and President; Treasurer**  
*African Caribbean Society, University of Northern British Columbia* (Prince George, BC)
- Created and managed a student group committed to representing and advocating for African and Caribbean students
  - Coordinated and led monthly executive team meetings
  - Oversaw finances and fundraising activities and completed funding applications

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**LANGUAGES and PERSONAL INTERESTS**

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- **Languages:** intermediate-level oral and written proficiency in French (Council of Europe B1 level)
- **Yoga:** aspiring yogi
- **Dance:** avid swing dancer; can jitterbug for hours

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**GINNY WALKER**

613-333-5555 ■ gwalk790@uottawa.ca

## IP Resume – Engineering Background

# JOSE GARCIA

613.444.8888 • jgar987@uottawa.ca • linkedin.com/in/josegarcia

### EDUCATION

#### Juris Doctor (J.D.)

2020 – Present

University of Ottawa, Faculty of Law, Ottawa, ON

- Candidate 2023

#### Bachelor of Electrical Engineering (B.Eng.)

2015 – 2019

University of Waterloo, Faculty of Engineering, Toronto, ON

- Engineering Projects:
  - Radon detector
    - Designed the analog chip of a radon gas detector consisting of a sense amplifier to detect the presence of alpha radon particles
  - Pseudo-random bit generator
    - Invented a device which repeats the same digital sequence every 16 clock cycles
    - Completed the chip layout for manufacture using nMOS technology
  - Tug-of-War digital game
    - Implemented a game of tug-of-war using a Field Programmable Gate Array (FPGA) board acting as the rope and pushing buttons on the board being analogous to a player pulling the rope

### ACADEMIC ACHIEVEMENTS

#### University of Waterloo

- Graduated with High Distinction and Co-op Option
- **Dean's Honour List**, 2016, 2017, 2018
- **David A. Golden Scholarship** for academic excellence, 2016-2017
- **MacOdrum Scholarship** for academic excellence, 2015
- **President's Scholarship** for academic excellence, 2015

### PROFESSIONAL EXPERIENCE

#### Consultant

2018 – 2019

Leesway, Toronto, ON

- Worked in business analysis teams to perform current state IT assessment, define strategy and roadmap, conduct client interviews and workshops and deliver IT systems using employer's delivery methodology
- Drafted request for proposal responses, prepared and presented sales material and client deliverables including executive board presentations and functional documentation
- Defined IT strategy for a nuclear generation facility in Canada to tie in their current and future IT projects with the overall strategic goals of the business
- Developed strategy for a global electronics retailer to achieve compliance with Payment Card Industry Data Security Standard (PCI DSS)
- Created IT security architecture framework for a US state government organization based on the ISO 27001 standard and the *Health Information Portability and Accountability Act* (HIPAA)

**Intern – Analog IC Department**

Summer 2016

*MountainEdge Computer Systems Inc., Sudbury, ON*

- Conceived and executed a third-order digital delta-sigma modulator on a FPGA board
- Wrote technical documentation to implement a solution for wireline diagnostics

**Intern – Protocol Specialist**

2015

*Research-In-Motion (RIM), Waterloo, ON*

- Performed verification testing to qualify new firmware features for RIM wireless handhelds, investigation of different wireless protocol issue and verifying code fixes while maintaining strict adherence to testing guidelines
- Tested wireless carrier-specific plans – tasks included preparing equipment for testing, delegating test cases to junior interns, reviewing procedures and generating reports

**EXTRA-CURRICULAR ACTIVITIES**

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**Campaign Lead**

2017 – 2018

*Engineers without Borders (EWB), Waterloo, ON*

- Led the annual campaign to collect frequent flyer miles from Leesway-Waterloo employees to send EWB volunteers abroad for international development projects

**Chair and volunteer**

2016 – 2017

*Institute for Electrical and Electronic Engineers, University of Waterloo, Waterloo, ON*

- Managed a team of 11 executives and over 400 student members, overseeing the daily activities of the branch to ensure streamlined operation
- Organized student conferences and career-related events
- Collaborated with the treasurer to manage the annual budget of over \$15,000 and to obtain grants for new equipment and event expenditures
- Maintained an open line of communication between the student chapter and both external and internal societies with the goal of forming effective working relationships

**Campus Ambassador**

2015 – 2016

*Research in Motion (RIM), Waterloo, ON*

- Acted as the main liaison between the University of Waterloo and RIM, providing vital feedback to the Campus Recruitment team at RIM

**Camp Leader**

Summer 2013

*Canadian National Institute for the Blind, Ottawa, ON*

- Contributed to empower children and youth living with visual disabilities (7-17 years) by facilitating activities, such as arts and crafts, sports, games and field trips

**LANGUAGES AND INTERESTS**

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- **Language skills:** Spanish and German (fluent); French (basic)
- **Chess:** fiercely competitive chess player
- **Literature:** enjoy reading mystery novels by Maurice Leblanc
- **Technology:** solving puzzles and develop apps; member of the team who developed Vaccine Tracker

**JOSE GARCIA • 613.444.8888 • jgar987@uottawa.ca**

## IP Resume – Publications and Conferences

**Zoe Lennox**

613.558.4796 | zlennox@uottawa

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### EDUCATION

- Juris Doctor (J.D.), Common Law** 2019 – Present  
University of Ottawa, Ottawa, ON  
▪ Candidate 2022
- Master of Science (M.Sc.), Environmental Analytical Chemistry** 2016 – 2018  
University of Toronto, Toronto, ON
- Honours Bachelor of Science (B.Sc.) Forensic Science and Chemistry Specialist** 2012 – 2016  
Western University, London, ON  
▪ High Distinction

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### HIGHLIGHTED ACADEMIC ACHIEVEMENT

- University of Toronto T-Holder's Bronze Award** 2018  
▪ High academic (year GPA 4.0/4.0) and varsity athletics achievement (competition in the Ontario University Athletics (OUA) track and field Championships)
- Canadian Interuniversity Sport (CIS) Academic All-Canadian Honour Roll** 2018  
▪ High academic (year GPA 4.0/4.0) and varsity athletics (OUA) achievement
- Croft Teaching Assistant Award** 2017  
▪ Teaching excellence in the Department of Chemistry at the University of Toronto
- University of Toronto Chemistry Graduate School Gordon Fellowship** 2016  
▪ Academic and scientific research excellence
- NSERC Undergraduate Summer Research Award** 2016  
▪ Academic merit and research potential

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### LAW-RELATED EXPERIENCE

- Student Representative** 2019 – Present  
Technology Law Student Association, University of Ottawa, Ottawa, ON  
▪ Assist in event planning and advertise events to students on social media
- Intellectual Property Summer Student** Summer 2020  
Ridout & Maybee LLP, Toronto, ON  
▪ Shadowed legal professionals and wrote memoranda about the Copyright Act, Patent Act, and Trademarks Act
- Volunteer Researcher** 2018 – 2019  
Canadian Internet Policy and Public Interest Clinic (CIPPIC)  
▪ Researched privacy law pertaining to genetic profiling
- Negotiation Participant** 2019  
Dentons LLP Negotiation Challenge

- Practiced oral advocacy and negotiation techniques in a high-pressure environment

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## **PREVIOUS WORK EXPERIENCE**

### **Graduate Research Assistant / Teaching Assistant** **2016 – 2018**

University of Toronto, Toronto, ON

- Conducted self-directed research on the environmental degradation process of fluorotelomer-acrylate polymers
- Facilitated tutorials and provided one-on-one tutoring to undergraduate students

### **Defence Research Assistant** **Summer 2017**

Defence Research and Development Canada – Atlantic, Halifax, NS

- Performed research on the breakdown properties of dielectric materials
- Analyzed, summarized, and prepared scientific reports

### **Undergraduate Assistant** **2015 – 2016**

Centre of Forensic Sciences, Toronto, ON

- Analyzed chemical compounds via ATR-FTIR and created library databases
- Trained Members of Ontario's Provincial Emergency Response Team to use the ATR-FTIR instrument

### **NSERC Undergraduate Researcher** **Summer 2015**

University of Toronto, Toronto, ON

- Performed research in the uptake of fluorinated chemicals in Rainbow Trout

### **Summer Day Camp Co-ordinator** **Summer 2014**

S.U.C.C.E.S.S., Coquitlam, BC

- Organized and oversaw all operations of an ESL summer day camp
- Interviewed and supervised staff and volunteers of the summer day camp

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## **EXTRACURRICULAR ACTIVITIES**

### **Instructor** **2019 – Present**

Thérien Jiu-Jitsu, Ottawa, ON

- Provide weekly free kick-boxing lessons for at-risk youth aged 10 to 17

### **Alumni Mentor** **2019 – Present**

Duke of Edinburgh Gold Award Society, Ottawa, ON

- Mentor current participants in community leadership roles

### **Treasurer** **2016 – 2018**

Chemistry Graduate Student Union, University of Toronto, Toronto, ON

- Managed finances, operated a licenced business, and coordinated social events

### **Athlete and Team Member** **2016 – 2018**

Varsity Track and Field Team, University of Toronto, Toronto, ON

- Competed at the provincial level and participated in volunteer and fundraising events

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## **INTERESTS**

- 2<sup>nd</sup> degree black belt in Tae Kwon Do - Martial arts practitioner since 2008
- Playing intramural soccer (The Law School Lions) and hockey (The Sandy Hill Senators)

**Zoe Lennox**

**613.558.4796 | [zlennox@uottawa.ca](mailto:zlennox@uottawa.ca)**



## **Zoe Lennox**

613.558.4796 | [zlennox@uottawa](mailto:zlennox@uottawa)

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### **PUBLICATIONS**

Lennox, Z., Dinglasan-Panlilio, M.J.A., Butt, C.M., Mabury, S.A. Fluorotelomer Acrylate Polymer Transformation in the Environment. 2016. *Environ. Sci. Technol.* (in preparation).

Lennox, Z. The Environmental Fate of Fluorotelomer-Acrylate Polymers. University of Toronto, 2016, M.Sc. Thesis.

Lennox, Z. Human exposure to perfluorinated compounds via smoking and second-hand smoke. 2015. *J. Applied Sci.* 9 (13): 2475-2479.

De Silva, A.O., Lennox, Z., Mabury S.A. Toxicokinetics of Perfluorocarboxylate Isomers in Rainbow Trout. 2015. *Environ. Tox. Chem.* 28 (2): 330-337.

Lennox, Z., Szabo, J.P., Dielectric Breakdown in Thin Polymer Films, *DRDC Atlantic TM 2015-281*, Defence R&D Canada - Atlantic (2014).

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### **CONFERENCE PROCEEDINGS**

Lee, H., Rankin, K., Lennox, Z., Tevlin, A., Mabury, S.A. 2016.  
Biodegradation of Polyfluoroalkyl Phosphates (PAPs) and Fluorotelomer-based acrylate Polymers in a Greenhouse Agrocsm Experiment. PFAA Days III (US-EPA), Raleigh, NC, USA, June 8-10, 2012.

Rankin, K., Lee, H., Lennox, Z., Mabury, S.A. 2015.  
Direct Monitoing of Fluorotelomer-based Polymer Degradation in a Soil:PlantAgrocsm. 93rd Canadian Chemistry Conference and Exhibition. Toronto, ON, May 29 - June 2, 2012.

Lennox, Z., Dinglasan-Panlilio, J., Mabury, S.A. 2015.  
The Environmental Fate of Fluorotelomer-based Acrylate Polymers. EuCheMS ICCE: 12th bi-annual meeting. Stockholm, Sweden, June 14-17, 2011. (*poster oral presentation*)

Lennox, Z., Dinglasan-Panlilio, J., Mabury, S.A. 2014.  
The Degradation of Fluorotelomer-based Polymers in Environmentally Relevant Conditions. SETAC North America: 29th Annual Meeting. Tampa, Fl., USA, November 16-20, 2010. (*poster oral presentation*)

Lennox, Z., Dinglasan-Panlilio, J., Mabury, S.A. 2014.  
Environmental Degradation of Fluorotelomer Acrylate Polymers. Fluoropolymer 2008: Current Frontiers and Future Trends. Charleston, SC, USA, October 19-22, 2010. (*poster oral presentation*)

**Zoe Lennox**

613.558.4796 | [zlennox@uottawa.ca](mailto:zlennox@uottawa)

## **SAMPLE COVER LETTERS**

Please note that the cover letter guidelines outlined in the preceding pages are suggestions.

In the pages that follow are a number of sample cover letters to get you started. Use the samples to generate ideas for your own documents. Do not borrow the language used in these samples; experienced recruiters will notice!

When you are creating your own documents, you do not need to include a page border – the borders in the samples are intended to delineate a page. In addition, the font sizes and margins may not follow the recommended guidelines. The intention is to give you a sense of the overall content, look and feel of various approaches to inspire you as you create your own cover letter.

## Small Firm – City or Geographic Link

Note specific city tie to hometown.

### Ms. Finley Cullen

15 Mill Road  
Cornwall, ON | K7O2L5  
613.998.6688 | finley.cullen@gmail.com

Simon, Adler  
Attn: Ms. Natalie Cartier  
20 Main Street  
Cornwall, ON J3L 2B7

May 18, 2021

Re: Articling Position 2022-2023

Dear Natalie Cartier:

Please accept this letter and enclosures as my application for an articling position at Simon, Adler in 2022-2023. I am primarily interested in family law, particularly with a focus on supporting LGBTQ2S+ families and reproductive rights. I hope to be exposed to many aspects of family law practice during my articles. I am particularly attracted to Simon, Adler because of the flexibility offered in your articling program. I am also keen to stay and establish my career in Cornwall: the city is my home and I am eager to live and work in the community that raised me.

My academic performance demonstrates my ability to grasp legal concepts in traditional law courses but does not illustrate the entire picture. While attending school full-time, I participated in extra-curricular activities and supported myself with a part-time job. My involvement in all aspects of life at law school has honed my ability to work effectively and efficiently while successfully balancing my commitments. As a veteran of three Pro Bono Students Canada projects, I am adept at managing unforeseen circumstances while ensuring that my projects are completed on time. As a pro bono volunteer at the Family Law Information Centre, I was required to complete research work on time while also assuaging distraught clients by assisting them to complete legal forms. I would bring my professionalism and commitment to “getting the job done” to my work at your firm.

I want to work at Simon, Adler specifically because it is a small, client-focused firm. Working here will allow me to experience several facets of family law by directly interacting with clients and learning about their legal challenges first-hand. My ability to develop a rapport with and attract prospective clients while managing numerous files would complement the team at Simon, Adler. As a Summer Employment Officer at Service Canada, I connect hundreds of students with employers each year. I assess student needs and cross-reference employer data to propose matches to recruiters. I found my ability to put people at ease and ask probing questions to get to root of an issue, very useful during my intensive dispute resolution practicum this year. I quickly determined our team’s strongest negotiating position by analyzing our opponents’ interests based on their behavior and statements.

Thank you for your consideration of my application. I welcome the opportunity to meet with you to discuss my application.

Sincerely,



Finley Cullen

## Small Boutique Firm

**Solange Lewis**

613.123.4567 • slewi023@uottawa.ca

Lola Martinez  
Shibley Righton LLP  
250 University Avenue  
Toronto, ON M5H 3E5

July 7, 2020

**Re: Application for Articling for 2021-2022**

Dear Lola Martinez:

Please accept this letter and enclosures as my application for a 2021-2022 articling position with Shibley Righton LLP. As an incoming third-year student at the University of Ottawa, Faculty of Law, Common Law Section, I am exploring my interest in labour and employment law at Mathews, Dinsdale and Clark LLP this summer as a summer student. Throughout the summer, I prepared legal memoranda and assisted with grievance arbitrations and hearings at the Ontario Labour Relations Board. This experience reinforced my desire to become an advocate and I welcome the new challenges Shibley Righton LLP will present for me. I especially look forward to broadening my experience with exposure to new practice areas including municipal law, construction law and real estate: fields in which the firm excels.

During my first two years at the University of Ottawa, I developed essential skills that I believe will serve me well during my articling year. I was chosen to compete with a partner in the Mathews, Dinsdale and Clark Labour Arbitration Moot Competition, which reinforced my interest in advocacy and improved my research and presentation skills. I enjoy being actively involved in my community because I can meet new people, expand my network, and solve interesting problems. During my undergraduate career, I was actively involved with the McGill Daily, our undergraduate newspaper. As the Editor of the Politics and Current Affairs section, I collaborated with writers and juggled my academic and extracurricular commitments. Last year, I served as the VP Social for the Common Law Students' Society. I planned several major social events including Law Ball and Grad Ball, which were each attended by more than 250 students.

My work background is diverse: I have worked as a housekeeper at a resort, as a clerk in a clothing warehouse, and as a research assistant on Parliament Hill. At every job, I have worked under pressure to meet deadlines and I have consistently found that my openness to new ideas, my spirit of collaboration, and my sense of humour are essential to my success. This broad work background makes me enthusiastic for every new challenge and adventure and I am excited by the opportunities presented by Shibley Righton.

I would be pleased to meet with you to discuss any questions you may have in detail. Thank you for your consideration of my application.

Sincerely,



Solange Lewis

## Medium Sized Firm – City or Geographic Link

Note specific city tie to Ottawa.

**Elizabeth (Lily) Marques**

613-445-3366 ♦ elmarques@uottawa.ca

May 20, 2021

Ben Parker  
Marler & Parker  
45 O'Connor Street, 20th floor  
Ottawa ON K1P 1G8

### Re: 2022-2023 Articling position

Dear Ben Parker:

I am writing to express my keen interest in joining Marler & Parker as an articling student in 2022-2023. I am primarily interested in litigation, particularly in the areas of class actions, commercial, employment, and intellectual property law; and I hope to be exposed to many aspects of legal practice during my articles. I am especially attracted to Marler & Parker because of the flexibility offered in your articling program. I am also keen to stay in Ottawa: a city that I now call home, and where I am looking to forge a long-term commitment.

My first exposure to litigation was in my first-year torts class where we participated in a mini-moot competition. I found working with a partner, crafting legal arguments and anticipating the counterarguments of opposing counsel exhilarating. During the summer of 2020 I worked at Scoot, John & Run as a first-year summer student and was exposed to commercial and employment litigation. The most rewarding part of my summer was assisting on a workplace discrimination file where our client was a vulnerable refugee claimant. The opportunity to contribute to the file in numerous ways, from conducting research to drafting a motion factum to assisting lead counsel prepare the client to testify allowed me to see a procedure unfold. It was also a stark reminder that behind all the legal strategy is a real person to whom the quality of my work and the outcome on the file matters very much.

Cultivating relationships and giving back to my community are important parts to who I am. For two years I worked for the Centre for Autism planning and organizing local and national conferences. Listening to the feedback of participants, staying on top of new developments in the field and liaising with educators, specialists and parents meant that I was able to assist with the delivery of meaningful content at over 10 conferences for hundreds of attendees. In law school, I have most enjoyed my role as a Contracts tutor for first-year students. Thinking creatively about how to convey material in a new way for students who are struggling is both challenging and energizing. I eagerly anticipate the questions raised during the tutorials relying on my preparation and quick thinking to respond to the unexpected. I also genuinely appreciate the opportunity to be a mentor to new students.

I am committed to being a litigator and I hope to hone my skills at Marler & Parker next year. Thank you for considering my application.

Kind Regards,



Elizabeth (Lily) Marques

## Large Firm – No City or Geographic Link

Note that no specific city tie is given, this is appropriate for Toronto. However, it will not be harmful to make a city or geographic link, especially if you are from another region or have a lot of experience in one location.

**Mohamed Said**

msaid@gmail.com | 613-555-9876

August 18, 2020

Jaival Srinivasan  
Grace Spencer LLP  
40 King Street West  
Toronto, Ontario M2L 3C3

### Re: 2021 Summer Student Position

Dear Jaival Srinivasan:

I am a second-year student at the University of Ottawa Faculty of Law with a strong business background, and I am enthusiastic about applying my skills in corporate finance and taxation. Speaking with Siobhan Murphy (articling student 2011-2012) motivated me to apply for summer employment for 2021 at Grace Spencer LLP. I am particularly attracted to the firm, because it would offer me the opportunity to be exposed to high caliber work in a wide range of practice areas. I am interested in all aspects of corporate law and have also developed a particular interest in corporate finance and business transactions.

In my work at William Jenkins this summer, as I reviewed and organized a variety of files, I began to realize the depth of opportunities that exist in corporate-commercial law. I applied my research and writing skills to provide a partner at the firm with research memoranda interpreting the Canadian Commercial Corporation Act and the Canada Business Corporations Act. My business experience from working at Export Development Canada (EDC) as an Assessment Officer and at Fortis Inc. as a Business Analyst enabled me to quickly grasp the substance of the matters, allowing me to focus on the legal issues in question. I would welcome the opportunity to contribute the strong organizational and interpersonal skills I honed during my time with EDC and Fortis to your corporate practice.

I volunteered at Equal Trade through Pro Bono Students Canada during my first year of law school. In that role, I researched national and international case law to support the organization's position that coffee harvesters should be paid a fair wage. I also worked within a team to draft a final report summarizing the findings to be reviewed by Equal Trade's Board of Directors. Furthermore, I continue to be involved in the community as a volunteer for Big Brothers Big Sisters of Ottawa and as Treasurer of the Business Law Society (BLS).

Working at Grace Spencer would give me the opportunity to gain hands-on experience in a field that I find fascinating. I am confident that my business acumen and experience would enable me to add value to the work at the firm. I am available to discuss any questions you might have about my application and experience. Thank you for your consideration of my application for a summer position at Grace Spencer.

Yours sincerely,



Mohamed Said

## Large Firm – City or Geographic Link

Note that special care must be taken to identify a specific tie to the city of application, i.e. Vancouver in this case.

**Charlie McLean (She/Her)**

charliemclean@gmail.com (613) 555-4434

Christine Jaworski  
Student Program Co-ordinator  
Newman & Company  
Suite 2800-666 Burrard Street  
Vancouver, BC V6C 2Z7

August 20, 2021

Dear Christine Jaworski:

### **Re: 2022 Summer Student Employment**

I am a second-year law student at the University of Ottawa with a strong interest in administrative law and dispute resolution. I am applying for summer employment at Newman & Company's Vancouver office for 2022 because I am intrigued by the work of the Human Rights and Labour and Employment groups. I am applying to the firm in part because of the conversation I had with Jennifer Dao, a current Summer Student with Newman & Company. Jennifer described the firm's commitment to social justice and to fostering a community of growth and inclusion amongst associates and students. Joining a community of like-minded and passionate professionals is my top priority. The firm's location is ideal for me because I plan to return to Vancouver to rejoin my family on the West Coast after graduation.

Working as a legal assistant at The Law Office of Michael Baldwin exposed me to the fields of Corporate-Commercial law as well as Administrative and Human Rights law. During that time, I also became increasingly fascinated by employment and human rights litigation. I reviewed and organized several very different files which exposed me to diverse practice areas. While I researched and edited numerous documents and pleadings, I began to grasp the depth of opportunities that exist in each area. I completed complex legal memoranda, often under very short deadlines, by robustly exploring legislation and jurisprudence in these fields and synthesizing that information into easily comprehensible law.

I believe that my experience working and communicating with people from all walks of life would adapt well to the diversity of the practice at Newman & Company. I developed and presented programming for people with diverse backgrounds at the University of Ottawa as a Liaison Information Officer. In addition, in my work at the Human Resource Centre of Canada for Students, I advised students and maintained accurate meeting records, developing strong organizational and interpersonal skills required in litigation practice. I relish the opportunity to interact with clients and conduct research in many interesting areas of the law.

I would be pleased to meet with you to discuss any questions or interest you might have in my experience. Thank you for your consideration of my application.

Yours truly,

*Charlie McLean*

Charlie McLean

## Legal Aid / Public Interest Organization

### BOB HENRIS (HE/HIM)

bhenr101@uottawa.ca  
613-945-1874

Barry Zuckerkorn  
Legal Aid Ontario  
40 Dundas Street West  
Toronto, ON M5G 2H1

August 20, 2021

#### Re: Application for 2022 Summer Student Position

Dear Barry Zuckerkorn:

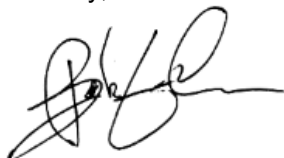
I am a second-year law student in the English Common Law program at the University of Ottawa with a keen interest in social justice. I am excited about the opportunity to work with Legal Aid Ontario (LAO)'s Toronto office. I am particularly drawn to LAO's frontline advocacy efforts for low-income Ontarians, and I hope to contribute to this valuable legal service.

I became driven to pursue a career in social justice by assisting socio-economically marginalized communities. During my recent internship with the National Aboriginal Health Organization (NAHO), I led initiatives focused on promoting health and well-being among First Nations, Inuit and Métis communities. In this role, I researched Indigenous-specific health legislation and documented health-related provisions in treaty agreements. This information was used by NAHO to build health programs in areas where these services were most lacking. My commitment to and passion for social justice work have only been further strengthened through my work in the Criminal Law Divisions at the Community Legal Clinic at the University of Ottawa. As a Caseworker with the Clinic, I conduct client intake interviews, draft legal memoranda, and provide summary advice under supervision. I balance my clinic workload with school and with the plethora of new cases and unique challenges that arise on a regular basis at the Clinic.

It is important to me to be engaged in my community. On a weekly basis, I facilitate drop-in services for street-involved individuals in Ottawa, as a volunteer with the Shepherds of Good Hope. This often includes preparing meals and socializing with clients of the center. By approaching my work with patience and open understanding, I am able to provide support and services in a sensitive way. I am proud to have cultivated meaningful relationships with some of the center's clients. In addition, I volunteered with the ID Project through Pro Bono Students Canada. I interviewed homeless and marginally housed individuals and helped them to complete applications to replace essential identification documents.

I am confident that my skillset will allow me to thrive as a summer student at LAO. Thank you for your consideration of my application.

Sincerely,



Bob Henris



## Government – Department of Justice

**Mishti Lalani**

(613) 111-2222 m\_lalani@gmail.com

Joe Friday  
National Coordinator of the Legal Excellence Program  
Department of Justice  
Urbandale Building, 100 Metcalfe Street  
Ottawa, ON K1A 0H8

May 25, 2021

Dear Joe Friday:

### **Re: 2022-2023 Articling Position with the Department of Justice**

Please accept this letter and enclosures as my application for a 2022-2023 Articling Position with the Department of Justice. I am a second-year student at the University of Ottawa in the English Common Law program and am eager to build a career working for the public interest. The variety of opportunities afforded to articling students at the Department of Justice appeals to me as I seek a well-balanced articling experience with rotations in Legal Services, Law and Policy, Civil Litigation and Advisory Services. More specifically, I am interested in the Human Rights, the Crown-Indigenous Relations and Northern Affairs Canada and the Family, Children and Youth sections. I believe that my work and volunteer experience will allow me to make a meaningful contribution to the Department of Justice. Ottawa is my hometown, and I am committed to remaining in the city for my career.

I value and share the Department's commitment to people, integrity, and public service and am confident that my previous experience reflects this commitment. I developed my legal research, writing and advocacy skills as a student caseworker at the University of Ottawa Community Legal Clinic in the Family Law Division, where I will remain this upcoming summer. Through researching complex topics in family law, I gained practical experience in various areas including drafting legal memoranda and interpreting federal and provincial legislation. Recently, I was elected to serve on the Clinic's Steering Committee and will be responsible for determining all policy and administrative matters concerning the Clinic.

In May 2020, I became the Coordinator for Pro Bono Students Canada at the University of Ottawa Chapter. Over the year, my primary responsibility was to develop projects for students wishing to do volunteer legal work benefiting disadvantaged members of the Ottawa community. Being the liaison between students and host organizations required tact diplomacy and creativity as I managed miscommunication between participants and stalled projects throughout the year. I am delighted that I was able to lead a team of students that met their commitments to over 50 community organizations. Finally, in my work with Amnesty International I am active at the national level facilitating educational workshops in human rights issues.

Thank you in advance for your consideration of my application.

Yours truly,



**Mishti Lalani**

## Summer Position

**Ravjinder Singh**

(613) 222-3333 ♦ ravjindersingh@yahoo.com

Hiring Committee  
Boughton Law Corporation  
1200 Waterfront Centre  
Vancouver, BC V7X 1T2

August 12, 2021

Dear Hiring Committee:

### **Re: Application for 2022 Summer Student Position**

Please accept this letter and enclosures as my application for a summer position with Boughton Law Corporation (Boughton). The opportunity to gain valuable experience with a vigorous business law firm that takes a carefully crafted and strategic approach to professional development is truly exciting. As a second-year student, I share the same values of commitment to professional excellence, innovative thinking and an atmosphere of unfailing collegial respect and I am keen to explore my interests in global business, trade and energy law. I look forward to establishing my legal career in my hometown of Vancouver. I believe that I could make positive contributions to Boughton's initiatives to foster personal integrity, quality of work and active involvement in the community.

As demonstrated by my academic success in first year, I can effectively balance my studies, professional development, and extra-curricular interests. Through my work as a Research Assistant with legal practitioners in the Ottawa area and my volunteer placement with Pro Bono Students Canada, I expanded my understanding of legal concepts and enhanced my research and analytical skills. Furthermore, my involvement in student government and in founding the International Trade Law Students' Association demonstrates my energy and my capacity to be a leader amongst my peers. In my current position as a Specialist in the Career and Professional Development Centre, I counsel my fellow students and have developed a keen eye for detail while reviewing and editing resumes and cover letters.

Moreover, I feel my international experience and entrepreneurial background complement Boughton's community of motivated and intellectually curious individuals who take initiative in business development. My experiences in founding *Bomba Magazine* and organizing tours from Japan to Romania were invaluable training in that regard. As a high school teacher and summer camp director, I adapted quickly to different team dynamics. Along the way, I have developed excellent organisational abilities and the effective cross-cultural and interpersonal skills that are essential in a client-centered and time-pressured corporate environment.

I am a dedicated and driven individual who seeks out new challenges and I work hard to obtain my goals. I believe that my enterprising spirit, versatility, and interest in business and the law, complemented by my academic and professional background, demonstrate the valuable contribution that I can make to your firm. Thank you for considering my application.

Sincerely,



Ravjinder Singh

## Summer Position – Previous Contact

**Rajvinder Singh**

(613) 222-3333 ♦ ravjindersingh@yahoo.com

Laura McClearn  
Director, Student Programs  
Norton Rose Fulbright Canada LLP  
510 West Georgia Street, Suite 1800  
Vancouver, British Columbia V6B 0M3

August 18, 2021

Dear Laura McClearn:

### **Re: Application for 2022 Summer Student Position**

It is with great enthusiasm that I submit my application for a summer 2022 position with Norton Rose Fulbright Canada LLP. In speaking with Sam Madani, an associate with your office, I have learned about the opportunities presented by your dynamic business-oriented law firm that has earned a reputation for its international trade law practice. As a second-year student, I share the same values of professional excellence, creativity and personal initiative and I am keen to explore my specific interests in international business, trade and energy law as a summer student at your firm.

As demonstrated by my academic success in first year, I can effectively balance my studies, professional development and extra-curricular interests. Through my work as a Research Assistant with legal practitioners in the Ottawa area and my volunteer placement with Pro Bono Students Canada, I was able to expand my understanding of legal concepts and enhance my research and analytical skills. Furthermore, my involvement in student government and in founding the International Trade Law Students' Association demonstrates my energy and my capacity to be a leader amongst my peers. In my current position as a Specialist at the Career and Professional Development Centre, I counsel my fellow students and have developed a keen eye for detail while reviewing and editing resumes and cover letters.

Following my conversation with Ms. Litigation, I feel my international experience and entrepreneurial background complement Norton Rose's focus on versatile and intellectually curious individuals who take initiative in business development and thrive in a teamwork environment. In this regard, my experiences in founding *Bomba Magazine* and organizing tours from Japan to Romania strengthened my organisational abilities and allowed me to build effective cross-cultural and interpersonal skills. I further strengthened these skills in my work overseas as an ESL teacher and now feel prepared to take on the challenges of a client-centered and time-pressured corporate environment.

I am a dedicated and driven individual who seeks out new challenges and works hard to obtain my goals. I believe that my enterprising spirit and passion for business and the law in an international context, complemented by my academic and professional background, demonstrate the valuable contribution that I can make to your firm.

Thank you for considering my application.

Sincerely,



Ravjinder Singh

## Specific Practice Area (IP Law)

### JOSE GARCIA

613-444-8888 • jgarc087@uottawa.ca • linkedin.com/in/josegarcia

Maleika Hassan  
Director of Student and Associate Affairs  
Wiggs Williams & Belmont  
160 Market Street  
Toronto, Ontario G1T 1C3

October 8, 2020

**Re: Job application for IP Summer Law Student (2021)**

Dear Maleika Hassan:

I am writing to express my interest in the IP Summer Law Student position at Wiggs Williams & Belmont. Currently, I am a first-year student in the Faculty of Law at the University of Ottawa. I have a strong interest in intellectual property law because of my educational and research background in electrical engineering. I hope to make a valuable contribution to Wiggs Williams & Belmont and its clients by applying my technical academic background and professional experience.

Wiggs Williams & Belmont has a renowned reputation as one of Canada's leading law firms in intellectual property and I had the pleasure of speaking with current articling students of your firm at the virtual open house event held in September. The students left me with a very positive impression of your firm and its avowed commitment to quality and outgoing and personable team.

I have extensive experience in a fast-paced, project-based work environment acquired from my previous job at Leesway, a global IT consulting firm. As an analyst at Leesway, I was exposed to different technology industry sectors such as nuclear generation, retail and postal. I worked in teams to help formulate IT-driven solutions to business problems to make our clients' operations more effective and profitable. I synthesized technical reports into functional and accessible documentation for my supervisors and improved my advocacy skills by presenting options to clients.

As a student at the University of Waterloo, where I obtained an undergraduate degree in Electrical Engineering, I was appointed Chair of the Institute of Electrical and Electronic Engineers. This branch, with over 400 student members, is the second largest in Canada. During my tenure I established a new structure, where for each executive member oversaw working groups with identified chairs tasked with reaching specific goals. It was a great way to provide new leadership opportunities for my fellow students and meet all our targets for the year. We succeeded in surpassing our targeted number of events by 15% and we saw a 35% increase in engagement with our members.

I would welcome an opportunity to discuss how my professionalism and enthusiasm could benefit your firm. Thank you for your time and consideration.

Sincerely,



Jose Garcia

## Specific Practice Area (IP Law)

**Zoe Lennox**  
613.558.4796 | [zlennox@uottawa](mailto:zlennox@uottawa)

Hugh Roy  
Director of Recruitment  
Kent & Anderson LLP  
500 Wellington Street  
Ottawa, ON K1P 1C3

October 21, 2021

Dear Hugh Roy:

### **RE: 2022 1st Year IP Summer Student Positions**

I am writing to express my interest to begin my legal career in intellectual property at Kent & Anderson LLP (K&A) as a 2022 summer student. Currently, I am a first-year student in the English Common Law Program at the University of Ottawa. I want to work for K&A because of its undisputed reputation as a leading technology law firm, its long-standing excellence in IP, and its international outlook. I am drawn to IP work owing to my belief that the fruits of our intellectual labours, such as the development of abstract manufacturing/synthetic processes and physical innovations, should be protected from theft. I am confident that my background in analytical chemistry and chemical synthesis will help me develop and grow as a legal practitioner at K&A.

My past experiences speak to my resilience and my ability to learn and adapt quickly. As the 2014 summer day camp coordinator for a non-profit agency, I took on all supervisor studies in order to organize the entire camp from its ESL curriculum to its outdoor activities. I also multitasked by preparing the camp's financial budget while acting as a liaison between my supervisor, organizing staff, and camp participants. Our successes turned the camp into one of the agency's highlight achievements over that summer. Two years later, I again stepped out of my comfort zone and assumed a research position with the Department of National Defence's Halifax branch in an area of chemistry that I had not studied previously. By summer's end, my work gained the recognition of the research and development section. My publications and conference proceedings show my strengths as a scientist, and through this training I have developed tangible skills in understanding technical reports and articles, orally communicating ideas, collaborating with coworkers, researching, and technical writing.

Participation in other activities, such as the recent Dentons LLP Negotiation Competition, helps me keep these skills fine-tuned and ready for use. I am studying law at the University of Ottawa because of its strength in technology law and location in the nation's Capital. Ottawa is also where the decisions affecting Canada are made, and where the IP hotbed lies. I am drawn to the scenic and urban beauty and intend to establish a legal career in the city. I am eager to contribute my chemistry background, passion for intellectual property, work ethic, and dynamic character to the work and clients of K&A. Thank you for reviewing my application and I would welcome the opportunity to meet with you to discuss my qualifications.

Yours sincerely,



Zoe Lennox

## Specific Practice Area (Litigation)

**JAYME AVILES**  
**(THEY/THEM)**

(613) 888-4545, j.aviles@rogers.com

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February 16, 2022

Heather Jordan  
Fraser & Roger  
26 King Edward Avenue  
Ottawa, Ontario K7R 5E6

Dear Heather Jordan:

**Re: Articling for 2022-2023**

It is with keen interest and enthusiasm that I submit this letter and enclosures as my application for an articling position with Fraser & Roger for 2022-2023. I am currently enrolled in my final year of the condensed 4 year J.D. / M.A. program offered jointly through the University of Ottawa and the Norman Patterson School of International Affairs. My interest in Fraser & Roger stems from my strong desire to practice with a firm that specializes in civil litigation and environmental law.

Much of my interest in these areas of law is a result of my involvement with the Ecojustice Environmental Law Clinic at the University of Ottawa. At the Clinic, I have conducted legal and policy research on administrative, environmental and constitutional law matters including a Section 15 claim. I provided support to the litigation team by drafting memoranda, pleadings and submissions. I have relished the opportunity to be part of client strategy sessions, testing various approaches to litigation and bringing to life thoroughly researched arguments. It has been inspiring to be part of a team working on an important charter claim with significant potential to result in a landmark decision on substantive equality.

Meticulous legal research, concise writing and persuasive advocacy have been key to my role as a student member of the Innocence Project. This Clinical Program at the University of Ottawa investigates hundreds of cases of possible wrongful conviction a year. Recently, the Innocence Project was granted intervener status in an appeal before the Supreme Court of Canada. As a summer Research Assistant for Professor Bluth, Director of the Project, I co-drafted the notice of motion seeking leave to intervene before the Court as well as the supporting affidavit. I was also primary researcher and author of two memoranda on the relevant issues and am currently assisting in the drafting of the factum.

I believe that these experiences have allowed me to develop advocacy skills that will enable me to positively contribute to your firm as an articling student. I would welcome the opportunity to meet with you to discuss my application.

Thank you in advance for your time and consideration.

Sincerely,



Jayme Aviles

## Clerkship – Federal

### Gabriel Tremblay

219-134 Avenue Lees, Ottawa (ON) K5D 2L8 • 613-111-2222 • gabriel.tremblay@outlook.com

The Honourable Justices of the Court  
Federal Court of Canada  
CAS – 7th Floor, 90 Sparks Street  
Ottawa (ON) K1A 0H9

January 19, 2020

Dear Honourable Justices of the Court:

#### Re: Clerkship Application – 2021-2022

Please accept this letter and enclosures as my application for a clerkship position with the Federal Court and Federal Court of Appeal. I am a bilingual Canadian citizen in my final year of studies in French Common Law at the University of Ottawa. Studying political science and law simultaneously has led me to consider these fields' diverging perspectives of justice and the role of the judiciary. An understanding of both strengthens my appreciation of the decision-making at the Federal Court and my enthusiasm to assist the judges in this process. Throughout my post-secondary education, I have aimed to acquire as much practical and varied experience as possible, and I have thus learned to navigate new and sharp learning curves quickly. I believe that clerking represents an opportunity to embark on yet another exciting but challenging experience. Further, I have strong interests in the areas of law that fall under the jurisdiction of the Federal Court, including administrative and tax law.

As a Caseworker first in the Tenant Division and subsequently in the Family Law Division at the Faculty's Community Legal Clinic I was introduced to litigation, the practice of law and the access to justice movement. I carried multiple, complex files under the direction of Review Counsel. I used focused research and analysis, targeted drafting and a strong sense of ethical responsibility to meet and exceed our clients' expectations in this fast-paced environment. I am most proud of the role I played as a Division Leader where I assisted other students with challenges faced in their files. I truly appreciate the importance of building a strong and supportive team to deal with the challenges inherent to the practice of law.

My interest in litigation led me to a summer position at Grace Spencer LLP where I discovered a passion for dealing with precise questions of law. I was regularly called upon to draft statements of claim and persuasive correspondence, and research memoranda in areas of law in which I had little background. Delving into new areas of law and meeting tight deadlines was exhilarating. I am looking forward to completing my articles with the firm. This year I am also competing in the Ottawa-Moncton Cup moot and will be representing a client before the Tax Court of Canada as part of a *pro bono* initiative. I am keen to apply my knowledge of tax law in this new and challenging setting.

My experience has allowed me to learn and excel in diverse environments – each time immersing myself into a new field and discovering a new interest. Whether supporting artists backstage at a showcase festival, mentoring students as they transition to university or providing feedback on their writing as they embark on their job search, I have demonstrated adaptability and the desire to make significant and lasting contributions. I believe that my willingness to learn and take on new challenges, positive attitude and focus on collaboration give me the tools to positively contribute as a clerk. Thank you for your consideration.

Sincerely,



## Clerkship – Federal

**Remy Kazan**

613-598-8877 | r.kazan@uottawa.ca

Patricia Kelley  
2021  
Chamber of the Chief Justice of Canada  
Supreme Court of Canada, Supreme Court Building  
301 Wellington Street  
Ottawa, ON K1L 0J1

January 9,

Dear Patricia Kelley

### **Re: 2022 Clerkship Application**

I am writing to express my interest in a clerkship position with the Supreme Court of Canada, commencing in 2022. Please find enclosed my curriculum vitae, official post-secondary school transcripts and application form PSC-3391. My reference letters will follow shortly. The prospect of furthering my legal education at the Supreme Court is exciting for me. I have a strong interest in legal policy and administrative law. A clerkship position would be an invaluable opportunity to experience firsthand the dynamics between judicial reasoning and legal advocacy.

My legal education at the University of Ottawa has enabled me to pursue my interest in law and social justice, an interest that began at an early age as the child of recent immigrants. I have thoroughly enjoyed applying my legal skills for the benefit of financially underprivileged clients at the University of Ottawa Community Legal Clinic. My experience in the Family Division has exposed me to areas such as human rights and aboriginal law. It has taught me a great deal about advocacy, professional conduct, legal reasoning and the importance of clarity in writing. During my position I developed legal research and writing skills that have greatly benefited me in subsequent positions.

My commitment to leading a well-balanced and fulfilling life has contributed to my academic success. My experience as a teaching assistant for first year property law sharpened my critical and analytical skills and gave me the opportunity to contribute to the community in which I live. As Academic Coordinator for our student government I have kept abreast of significant issues and have acted as a liaison person between students and faculty.

An important complement to my academic pursuits has been my extra-curricular activities. Prior to studying law, I worked as a full-time professional dancer in various contemporary and classical dance companies in Canada and the United Kingdom. I have continued to pursue my professional dance career on a part-time basis by teaching and performing. This has been an opportunity to enhance my communicative abilities and remain in touch with an important aspect of my identity.

I am very interested in a clerkship position with the Supreme Court of Canada and I am confident that I am well equipped to meet the needs of the judges at the Court. Thank you for considering my application.

Sincerely,



Remy Kazan



## Clerkship – Provincial

**Nina Woźniak**

613-789-6543 | [nina.wozniak@uottawa.ca](mailto:nina.wozniak@uottawa.ca)

The Honourable Justice Katherine van Rensburg  
Judge of the Court of Appeal for Ontario  
Osgoode Hall  
130 Queen Street West  
Toronto, Ontario M5H 2N5

January 23, 2021

Dear Justice van Rensburg:

**Re: Clerkship Application 2022 – 2023**

I am thrilled to put forward my application for a clerkship position with the Court of Appeal for Ontario. I believe that my passion for legal research, analysis and debate, along with my relevant academic and professional experience would allow me to make a worthy contribution to the clerkship program.

I initially went to law school to pursue my interest in labour and employment law, which stemmed from my graduate degree and work experience in labour relations. Throughout law school, however, my interests have evolved to other areas, including administrative law and constitutional law, and I have developed a particular passion for litigation. My summer work experience at The Offices of Saul Goodman & Associates afforded opportunities for dialogue and debate, with an eye to the client's position. The opportunity to witness the development of the law from the Court's broader vantage point would immeasurably enrich my legal education.

Studying the law has also fostered a strong interest and aptitude in legal research, and these skills would allow me to excel as a clerk. As a second-year student, I obtained intensive research and writing training as a Dean's Legal Research and Writing Fellow. As a summer student with The Offices of Saul Goodman & Associates, I drafted research memoranda on a range of issues for lawyers in the corporate, litigation, and labour and employment practice groups. I am returning to complete my articles with the firm in August 2021, and I believe that this additional practical experience would further prepare me to meet the judges' needs during the 2022 – 2023 Court session.

I have continuously undertaken to complement my education with extra-curricular activities. I volunteer at ABQ Justice, which is a legal clinic for self-represented litigants. I am driven to increase access to justice, and at the clinic I am able to observe first-hand some of the procedural challenges that arise in litigation. Additionally, I have always loved sports, and I play soccer and volleyball in local recreational leagues. I manage my time effectively to ensure that I can balance these commitments with my academic obligations. Overall, my legal education and experiences have sparked a deep enthusiasm for the law and its development. I am excited about the opportunity to continue to pursue this passion for the law in an intellectually enriching and dynamic environment.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications with you.

Sincerely,

  
Nina Woźniak

## Clerkship – Provincial (2-page limit)

We recommend that you stick to a single page for a clerkship cover letter, however in some cases it is permissible to extend your letter. Your writing should be concise and remember to choose and highlight **select** experiences from your resume.

**Maggie Lizer**

(403) 321 - 9876 | maggielizer@uottawa.ca

Justice Jay Reinhold  
2021  
Court of Queen's Bench of Alberta  
Calgary Courts Centre  
Suite 2401-N, 601 – 5<sup>th</sup> Street S.W.  
Calgary, Alberta T2P 5P7

November 25,

### Re: Clerkship Application 2022-2023

Dear Justice Reinhold:

I am pleased to submit this letter and its enclosures as my application for a clerkship position with the Court of Queen's Bench of Alberta, commencing in 2022. My interest in a clerkship at the Court of Queen's Bench stems from my desire to extend my legal education to experience the law in ways not possible in law school. The opportunity to work directly with Justices and fellow clerks, to observe the administration of justice in many areas of law and to be actively involved in the court process excites me. The mentorship offered by the court and the additional five-month articling term are unique opportunities that I value. I have been fortunate to reside in Calgary this past summer with my family. I look forward to the opportunity to relocate to Calgary upon graduation from law school.

I have strong legal research, writing and analysis skills, which I have honed through my work as a research assistant, my course work and my graduate studies in International Relations. As a research assistant for Dr. Art Vandalay, I produced legal memoranda and drafted and edited legal text and footnotes for publication. I also helped develop course materials and co-presented lectures to a graduate-level class. Most importantly, I have been exposed to challenging questions at the forefront of Canadian construction law. I find these challenges stimulating and am drawn to the clerkship position for this same reason. I will further refine my research, writing and presentation skills, while advancing my knowledge of Alberta construction law, through my internship with the Ontario Construction Commission.

Prior to law school, I completed my Master of Arts degree in International Affairs at the Earl Milford School of International Relations (EMSIR) at Bluth University. I cultivated my analytical writing skills by presenting and publishing papers critiquing international law and policies. I also defended my major paper, which analyzes the impact of international human rights conventions on domestic law-making, with distinction. I earned the position of Editor-in-Chief of the Milford Review at Bluth University largely as a result of my technical and substantive editing skills and my ability to work with authors. I was also an assistant editor for the Journal of International Relations, based at Austero University.

I can conduct research in both French and English and interpret my findings in analytical writing. I utilized my bilingual research skills while completing my graduate research paper at EMSIR. I

Through my professional experience, I developed strong communication skills, an ability to take direction and a capacity to produce high quality work under strict deadlines. In my position as a Student Ambassador at UNESCO, I implemented government-sponsored humanitarian projects in countries including Haiti and Afghanistan. The urgent nature of this work taught me to effectively manage my time while responding to the needs of my deployment team. I worked bilingually when liaising with colleagues and experts in the field and hosting training sessions. My communication skills have also been recognized at the Faculty of Law where I am currently a tutor for a first-year public law class.

The opportunity to clerk at the Court of Queen's Bench of Alberta would be a unique privilege. I am confident that my abilities, enthusiasm and experience have prepared me to meet the demands of a clerkship. Thank you for considering my application. I welcome the opportunity to further discuss my interest in clerking.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Lizer', with a stylized, cursive script.

Maggie Lizer