



uOttawa
Faculté de droit
Faculty of Law

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

Naked Resumes and Cover Letters



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Welcome to *Naked Resumes and Cover Letters*

Why “naked”, you ask? It is because we like the idea of CBC Radio One Ottawa’s hit “Naked Radio,” where journalists are sent out into the community without any previous research – no news conferences, no media releases – and told not to come back until they’ve got a story. They’re “naked,” so to speak, because they are without any of their traditional support networks.

We thought this might be a good analogy for you as you approach your first legal resume and cover letter. Understandably, you might feel as if you’ve just been tossed out into a strange town and told to do something you’re not used to doing. This book is intended to help you through that.

Please keep in mind that your resume and cover letter are incredibly personal documents. Everything in this book 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 make your resume and cover letter your own, and copying these examples will surely come back to haunt you in the job market!

Feel free to browse this book and use it to guide your legal resume and cover letter writing. After you write your first draft, you can make 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 sit down with you for 30 to 60 minutes and give you tips on making your resume and cover letter more appealing to employers.

If you have any questions, if you want to make an appointment for a resume or cover letter review, or if you just want to stop by and chat, visit the CPDC in **Fauteux 233**. We also have information and reference material on firms, government jobs, and social justice opportunities. You can also reach us at **613.562.5800 x3292** or **uOttawaLaw.CareerServices@uottawa.ca**.

Best of luck!

Career and Professional Development
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. Always include a cover letter with your application; otherwise, submit only those documents requested by the employer. You should also try to submit your application before the deadline. This will demonstrate your strong interest and organizational skills.

Your cover letter and resume serve as a writing sample for an employer. Have your documents reviewed at least once by staff at the CPDC to ensure that your documents are ready. The CPDC is located at FTX 233.

Suggested Order of Tasks in Preparing Application Packages

1. Order Transcripts
2. Request and Organize References
3. Draft and Finalize Your Resume and Cover Letters
4. Create and Organize Additional Requested Documents
5. Assemble and Submit Application Package

Take Advantage of CPDC Events and Services

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

- Attend information sessions and events hosted by the CPDC to gain information, skills and guidance that will help you navigate recruitment processes.
- *The Source* is a CPDC database specifically for University of Ottawa law students, which includes information on law-related opportunities and practical guides to prepare you for your employment search.

Staff members at the CPDC 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.

Application Preparation – A Step-by-Step Guide

1. Order Transcripts

- Obtain official transcripts from every post-secondary program you have been enrolled in
- Scan each transcript and corresponding grading scale in black and white
 - Save each transcript as its own PDF file (Max 4MB or 300 DPI)
- If an institution will not send official transcripts directly to you, have them sent to:
Career and Professional Development Centre, ATT: Danielle Nadon
Fauteux Hall, Room 233
57 Louis Pasteur Private
Ottawa, Ontario K1N 9N1
 - Email Danielle Nadon, Coordinator of Student Services, (lawserv1@uottawa.ca) if you plan to do this. You will be informed when your official transcripts arrive.
- First Year Students:
 - For applications made during fall semester, do not include law school transcripts
 - For applications made during the winter semester, include a web printout of your midterm grades from UOZONE. Include the following note with this document:
“Mid-term marks are not considered final marks, and as such, do not appear on a student’s official transcript. Students obtain their mid-term marks online via UOZONE.”

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 your abilities and character. You should aim to have at least one reference from a former professor.
 - Letters of Reference
 - Request letters of reference at least two months prior to the application deadline
 - If possible, share your resume with your referees
 - Ask that referees address their letter as “To Whom it May Concern:” so that it can be used in multiple applications
 - Scan each reference letter as its own PDF file (Max 4B or 300 DPI)
 - List of References
 - Contact at least three people for permission to include them on your List of References
 - If possible, share your resume with anyone willing to be a reference
 - Ask your referees about their preferred method of contact
 - Compile your list of references (See Appendix A)
 - 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

3. Draft and Finalize Your Resume and Cover Letters

- Refer to the [Naked Resume and Cover Letter Guide](#) for guidance on drafting your resume and cover letters

- Draft and format your documents well in advance of application deadlines
- Review your resume and cover letters with CPDC staff for content and structure
- 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 signature on all cover letters, including electronic cover letters by:
 - Scanning an image of your signature and copy/pasting it into the cover letter; or
 - Typing your name in italics then typing it again in normal script
- Save each document as its own PDF file (Max 4MB)

4. Create and Organize Additional Requested Documents

- Writing Samples
 - A writing sample should be a brief memorandum of law or an excerpt from a paper that is between five and seven pages; factums are not acceptable
 - Choose a sample that demonstrates your skills in legal research and writing
 - Avoid including a piece that you collaborated on
 - Save the writing sample as its own PDF file (Max 4MB)
- List of Anticipated Upper Year Courses (See Appendix A)
 - Research courses that you would like to take during your upper year(s)
 - Remember to account for courses required to satisfy any degree and licencing requirements
 - 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 (Max 4MB)

5. 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 viRecruit Portal):
 1. Cover Letter
 2. Resume
 3. Copy of Official Law School Transcripts
 4. Copy of Official Graduate Transcripts (if applicable)
 5. 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
 - Keep the file size of the application package minimal to avoid overloading the recruiter’s inbox

- Name the merged PDF file 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 2014 Student Position”)
 - In the email body, include a brief statement that states your name, the position and that your application is attached
- viRecruit Portal (see Appendix B)
 - Register for the [viRecruit Portal](#)
 - Review [viRecruit Portal instructions and video](#)
 - Upload your individual application materials to the portal
 - Apply to positions by selecting the materials to send to each employer
- Mail and Faxed Applications
 - 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! Tons of the experience that *you already have* is important to legal employers: they are interested in 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:

Acting	Conducting	Founding	Presenting
Adapting	Constructing	Guiding	Problem-solving
Administering	Consulting	Handling	Producing
Advising	Contacting	Identifying	Promoting
Advocating	Convincing	Implementing	Providing
Aiding	Cooperating	Improving	Public Speaking
Allocating	Coordinating	Influencing	Publicizing
Analysing	Corresponding	Initiating	Publishing
Annotating	Counselling	Instituting	Raising
Anticipating	Creating	Instructing	Recruiting
Applying	Critiquing	Interpreting	Representing
Appointing	Defining	Interviewing	Researching
Arbitrating	Delegating	Investigating	Resolving
Arranging	Designing	Leading	Responding
Articulating	Determining	Listening	Reviewing
Assessing	Developing	Managing	Revising
Assigning	Devising	Marketing	Scheduling
Attaining	Directing	Mediating	Securing
Authoring	Documenting	Modifying	Selecting
Briefing	Drafting	Monitoring	Serving
Budgeting	Editing	Negotiating	Studying
Building	Educating	Networking	Summarising
Chairing	Establishing	Observing	Supervising
Clarifying	Evaluating	Organizing	Synthesizing
Collaborating	Examining	Overseeing	Teaching
Collecting	Explaining	Participating	Training
Communicating	Facilitating	Performing	Translating
Comparing	Familiarizing	Persuading	Troubleshooting
Compiling	Forming	Planning	Updating
Conceiving	Formulating	Preparing	Writing

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 only describe a past experience, but highlight the skills you developed from the experience.

Say what you did, then say what you learned from it!

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 statements which summarize your duties, but also highlight your accomplishments. Try to avoid 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".

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 enforcing policies and procedures, and responding to each employee's needs</u>
<u>When?</u> (period / time frame)	Reorganized filing system	Reorganized the filing system <u>in a two week time frame</u> (a task which was expected to be completed in two months)
<u>Why?</u>	Introduced cultural activities	Introduced cultural activities in the community <u>to increase awareness of Indian traditions and customs</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 LL.B. program</u> at the University of Ottawa to get their impressions on the program
<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've 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% through creating and implementing an incentive program for Health Club employees and re-training staff members 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?
- 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 from specific duties?
- Are you more efficient than most? For instance, do you do a job that it used to take 1.5 or 2 FTEs (full-time equivalents) to do?
- Did you develop forms/systems that helped improve office efficiency?
- Are you often the first one into and last one out of the office?
- 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?
- Is your CGPA worth mentioning (7.5 and above)?
- Did you take challenging elective courses?
- Did you study abroad?
- Did you bring new ideas to the organization?
- Did you identify and capitalize on particular sales 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.

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.

Typical 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">• Objective• Qualifications• Education• Work Experience• Volunteer or Extracurricular Activities• Interests	Generally follows this sort of format: <ul style="list-style-type: none">• Education• Academic Awards and Achievements (if applicable)• Law-Related Experience (if applicable)• Work Experience• Volunteer or Extracurricular Activities• Personal Interests
May include a "References available upon request" line.	Has reference information on a separate sheet which is included only 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 in your legal resume or anywhere else in your application.**

BASIC RESUME RULES

- Full mailing address is included
- No typos in your phone number
- List only one phone number
- Email address is professional
- Remove hyperlink from your email address

Education

- 2009– Present ***Degree is now called Juris Doctor, the short form is 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 undergraduate degrees vary with academic institutions – check to make sure you use the accurate acronym

Academic Awards and Achievements

- You should include a brief description, if the title does not make it clear – e.g., Superstar Award, awarded on the basis of academic excellence and community involvement
- This section is not mandatory; it should be included if you have a longer list of awards

Law-Related Experience

- Summer 2010 **For your job or volunteer 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 action verbs to describe your skills – consult the Transferable Skills in this guide for ideas
 - Focus on accomplishments as well as duties – e.g. worked with management to attain every sales goal, attract new clients, save money
 - HONESTY is the best policy

Work Experience

- 2008– 2009 **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 must be at least ½ inch
 - The font must be at least size 11, but keep in mind the font style when following this rule
 - Be careful using underline or *italic* : scanners cannot always pick them up
 - Use bullets: they make your resume crisper and easier to read
 - Choose a style: use periods or do not use periods at the end of your bullet points –make sure you are consistent
- 2006– 2008 **Keep things consistent throughout your ENTIRE RESUME!!!**
- Dates align throughout your resume (don't have them on the right in one section, and left in another)
 - Bullets should align and be consistent 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

Personal Interests

- Be careful!!! This section is IMPORTANT!!!
- 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

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 describe relevant work, volunteer or academic experience and the skills you have developed in each endeavor.

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 aspect.

The format of your letter should be easy to read. It should not be too short nor should it go directly to the end 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 his or her 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?

Lawyering Skills

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

- Drafting
- Interviewing
- Research and Analysis
- Oral Advocacy

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!

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 transferable skill that is non-technical, and are often easier to describe in a cover letter than in the 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. Here are a few ideas to get you started:

- Problem solving
- Public speaking
- Interpersonal skills
- Communication skills
- Cultural sensitivity
- Intercultural communication skills
- Organizing and managing others
- Organizing and managing projects
- Demonstrating practical judgement
- Providing advice and counsel
- Networking and business development
- Building relationships with clients
- Working in teams
- Negotiation skills
- Group facilitation
- Teaching skills
- Adaptability
- Leadership skills
- Creativity
- Visualizing concepts and results
- Working in a fast paced environment
- Managing stress
- Flexibility

All of these skills will be used to draft the second and third paragraphs of your cover letter (see sample cover letter on the following page). Remember that everyone's experiences are unique. Take the time to properly assess your skills to ensure that your cover letter stands out and accurately represents you.

Candidate Name

Candidate Address

Candidate Telephone Number

(Use the same style header as your resume or use a traditional business letter format)

Date

Employer Name

Employer Address

Dear Ms./Mr. Employer's 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. You should indicate your year of study and institution, particularly if you are applying to a position during a recruitment event (e.g. "As a second year student at the University of Ottawa, I am interested in ..."). If you are in a four year program, your expected date of graduation should be clearly stated. Misstating what the firm does or focusing exclusively on one tiny aspect of an extremely varied practice is a mistake. In addition, a link to the city in which the firm is located demonstrates that you have done some research on the firm and shows you are committed to working in the area.

Paragraph 2 – Body: This is your opportunity to highlight and expand on your resume. Discuss your skills and achievements that are relevant to the employer; it is a good place to talk about your law-related experience. Be creative and concise. A good cover letter not only lists 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. In other words, 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"

"Working as a student advisor to a group of over 30 students, I developed my interpersonal skills and learned how to listen and meet people's concerns. Furthermore, as a manager at a McDonald's restaurant, my responsibilities included scheduling, assigning tasks, and general employee motivation. From this experience, I gained valuable human resources experience, developed strong organizational and time management skills and fostered my ability to be both a leader and a team player."

Paragraph 3 – Body: Continue to expand on your experiences. 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..." as some employers find it to be presumptive. You may include your contact information in the closing, but if you are short on space and it is clearly indicated at the beginning of the letter you should opt in favour of more white space.

Sincerely,

Remember to sign your letter!

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, address, telephone 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 the proper verb 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 experience on either the first or the second page
- Document does not exceed two pages
- Your name, telephone number and email address are at the bottom of the second page

Cover Letter

- Your contact information is at the top of your cover letter
- The date of your cover letter is the application due date
- Addressee of the cover letter is correct
- A colon follows the greeting (not a comma)
- Document does not exceed one page
- Your letter is signed

Both Documents

- The same header is used in both documents, containing your name, address, telephone number and email address
- Margins are the same in both documents
- Font size and style are the same in both documents
- Your documents have been proofread by a member of CPDC staff, a counsellor or a colleague

Appendices

APPENDIX A: Sample Addenda

List of References

Law Student	
123 Anywhere Road, Ottawa ON • 613.741.8596 • lstudent085@uottawa.ca	
<u>List of References</u>	
<u>Ms. Jane Smith</u> Manager, First Jobs R Us 159 Parts Unknown Road Ottawa, ON K1N 6N5 613.963.4512 ext.789 j.smith@firstjobs.com (Referee prefers to be contacted by email)	
<u>Mr. John White</u> Supervisor, Camp Wildwood RR#5 Smiths Falls, ON K6T 8V9 613.852.9856	
...	

Use the same header that appears on your resume.

List of Upper Year Courses

Law Student	
123 Anywhere Road, Ottawa ON • 613.741.8596 • lstudent085@uottawa.ca	
<u>List of Upper Year Courses</u>	
<u>2013-2014</u> International Law Business Organizations Civil Procedure Law Related Internship – Department of Justice	
<u>2014-2015</u> Evidence Environmental Law Administrative Law Trusts...	

Use the same header that appears on your resume.

APPENDIX B: Using the viRecruit Portal

Contact Information and Your Applicant Profile

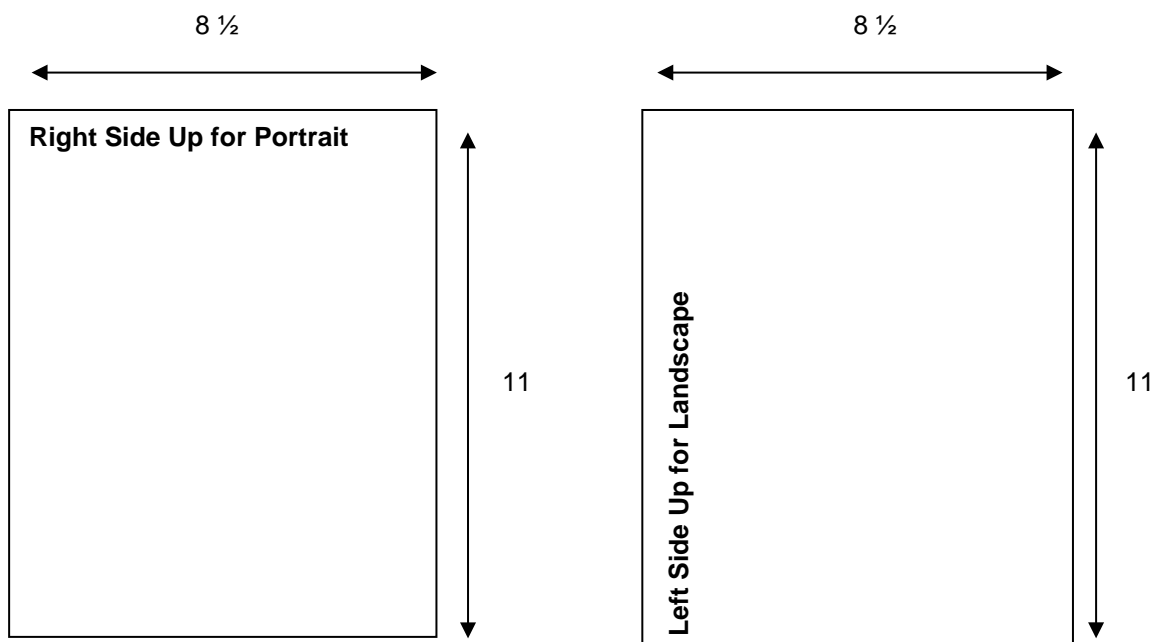
When creating your applicant profile, your contact information on the portal should be identical to the contact information on your cover letter and resume.

Documents

Only **MS Word and PDF documents** can be uploaded to the portal. However, using PDF is strongly recommended. By submitting documents as PDF, your content and formatting will be protected. Print your documents before uploading them to the portal. Ensure that the formatting is correct and that your documents are legible.

All scanned documents should be in black and white, with a **maximum resolution of 300 “dots per inch” (DPI)**. Do not use fancy font or watermarks in your documents. If you are scanning documents, ensure they are right side up for portrait and left side up for landscape documents.

Each individual component of your application must be uploaded as a separate document; each document must be less than 4 MB in size.



Cover Letters and Resumes

The portal allows for you to upload multiple versions of your cover letter and resume. Since you will be uploading several documents to the portal, you should name your documents carefully.

When submitting applications through the portal you will be selecting which documents to submit to each employer from a list of all of the documents you have uploaded to the system therefore naming your documents clearly and consistently will reduce the chance of error. For example, if you have a resume that you are submitting to most employers, a good practice is to save that resume as YourName_Resume.doc. If you have a targeted resume for a particular employer a good practice would be to save it as YourName_Resume_EmployerName.doc.

Since every cover letter will be firm specific, a good practice is to follow the pattern outlined above: YourName_CoverLetter_EmployerName.doc. Employers will be able to see the names you attribute to your documents.

Transcripts

Scanned transcripts are often very large files. To reduce the file size, photocopy your transcripts before scanning them. Transcripts printed on coloured, protected paper **MUST** be photocopied before scanning/uploading to the portal. Each transcript should be scanned and uploaded as a single PDF file. Make sure your transcripts are legible – if you cannot read your transcripts an employer will not be able to read them.

Employers have requested that you **do not scan the reverse side of your transcripts**. The Career and Professional Development Office will send a copy of the legend for uOttawa found on the back of the transcripts to the employers who request it.

If you attended the same institution for multiple degrees, it may appear to the portal that you are “missing” a required document (eg. if your undergraduate and law transcripts are one document). To resolve this issue when you are applying to a position through the viRecruit portal select the check box at the bottom of the document list that reads “One or more mandatory document types are already included in the selected ones”. This will disable the check for required documents for that application.

Additional Application Materials

Only provide additional application materials, writing sample, reference letters, list of references etc., if they are specifically requested by the employer. Do not automatically include in every application.

Submitting your Application

Employers will begin retrieving applications once the portal is opened to students and will continue to do so, on a rolling basis, until all submitted applications are retrieved. Do not send an application via the viRecruit portal unless it is complete. You **CANNOT** edit or change an application once it is submitted and retrieved by the employer. Consider all applications you have submitted to be final and received. You might not hear from the employer, but that doesn’t mean that they did not receive your application.

You must be finished submitting all applications on the portal by the Application Deadline. Following the recruitment period your account on the portal and all related data will be automatically purged.

APPENDIX C: Sample Resumes and Cover Letters

Please note that the basic resume rules and cover letter guidelines outlined in the preceding pages are suggestions.

In the pages that follow are a number of sample resumes and cover letters to get you started. Use the samples to generate ideas for your own documents. Do not copy these samples; it will come back to haunt you!

Ava General
agene070@uottawa.ca
613-324-4675

25 Oakwood Dr.
Mississauga, ON
L4Z 1S1

EDUCATION

- Juris Doctor (J.D.)** 2011-Present
University of Ottawa, Faculty of Law, Ottawa, ON
- Anticipated date of graduation: May 2014
- Summer Law Program** Summer 2012
American University, Faculty of Law, Cairo, Egypt
- Bachelor of Arts (B.A.)** 2007-2011
University of Alberta, Faculty of Arts, Edmonton, AB
- Major: Political Science, Minor: History

AWARDS AND ACCOMPLISHMENTS

- Dean's Honour List, University of Alberta 2007-2011
Hunter-Cumming University Entrance Scholarship for academic excellence 2007

LAW-RELATED EXPERIENCE

- Pro Bono Students Canada Volunteer** Summer 2012
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
- Research Assistant** Winter 2012
University of Ottawa, Faculty of Law, Ottawa, ON
- Researched and organized a legal education conference on negotiation skills and tactics
- Volunteer** 2011-2012
University of Ottawa Community Legal Clinic, Ottawa, ON
- Trained in intake interview procedure
 - Assisted upper year students with cases by performing research, conducting follow-up interviews, and maintaining files

WORK EXPERIENCE

Programs Assistant

Summer 2012

Service Alberta, Corporate Human Resources, Edmonton, AB

- Updated a provincial employment and career development guide
- Created a marketing strategy to promote the resource which significantly increased its usage
- Developed relationships with key partners while implementing new program initiatives

Accounting Clerk

Summer 2009 & 2010

Syncrude Canada, Edmonton, AB

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

EXTRACURRICULAR AND COMMUNITY INVOLVEMENT

Volunteer Crisis Intervener

2011-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

2011-2012

International Human Rights Association (IHRA), Ottawa, ON

- Organized speakers and events including the IHRA Film Festival

Delegate

2010-2011

North American Model United Nation Conference, Toronto, ON

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

INTERESTS

Team sports including softball, volleyball and soccer

Trekked alone through the Annapurna Range of the Himalayas

Performing onstage including participation in Ottawa's "Fringe Festival" and "Great Canadian Theatre Company"

Ava General
agene072@uottawa.ca
613-324-4675

Tom Alexander

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

Education

- 2010 – Present **Juris Doctor (J.D.)**
University of Ottawa, Faculty of Law (Ottawa, Ontario)
• Candidate 2013
- 2007 – 2010 **Bachelor of Arts (B.A.) in Classics**
Trent University (Peterborough, Ontario)
• Graduated with Distinction
• Dean's Honour List standing: 2008 – 2010

Academic Awards and Achievements

- 2011 Ranked 10th *ex aequo* out of 210 students after first year of law school
- 2010 Awarded Edwards Abbott and John LLP Entrance Scholarship (Ottawa) for academic excellence
- 2010 Awarded Baldwin Bell Newman LLP Entrance Scholarship (Toronto) for academic excellence
- 2010 Awarded Dean's Medal for highest average
- 2007 – 2010 Awarded Future Leaders Scholarship for academic achievement
- 2007 Awarded Hugh and Emily Johnson Scholarship in Humanities for outstanding academic achievement
- 2007 Awarded the Kyra Crosswell Award for the highest admission average in the Department of Classics

Law-Related Experience

- 2012 – Present **Research Assistant**
University of Ottawa, Faculty of Law (Ottawa, Ontario)
• Research and summarize legislation and articles to create a syllabus for a new Poverty Law course
- 2012 – Present **Research Assistant**
University of Ottawa, Faculty of Law (Ottawa, Ontario)
• Prepare a research memorandum summarizing labour arbitration decisions regarding racial discrimination and suggesting new directions for the law
• Edit articles regarding disability and the workplace
• Collaborate with Professor and fellow Research Assistant

Law-Related Experience (continued)

- 2011 – 2012 **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
 - Acted as a client and coach in student-run mediation and negotiation simulations
- 2010 – 2011 **Administrative Assistant / Legal Assistant**
Keel & Linsey Lawyers LLP (Ottawa, Ontario)
- Prepared research memoranda on personal injury claims
 - Drafted and edited letters and spreadsheets
 - Reorganized office filing system and maintained file accuracy
 - Inputted time dockets and prepared billing
 - Received and directed telephone calls to appropriate persons

Employment Experience

- 2012 – Present **Server**
Starlight Catering and Event Services (Ottawa, Ontario)
- Work in a team to provide catering services
- 2011 **Host / Bartender**
The Broadway Bar and Grill (Ottawa, Ontario)
- Prepared drinks and desserts
 - Managed waiting list and planned seating arrangements
 - Delegated tasks to Bus Person
- 2010 **Server / Cook**
Gowan Brea Café (Kenora, Ontario)
- Prepared and served speciality salads, soups and breads
 - Responsible for bank deposits
 - Managed restaurant alone on many occasions
- 2009 **Marker-Grader**
Trent University (Peterborough, Ontario)
- Evaluated term papers of 44 undergraduate students in a Roman Classics course

Personal Interests

- Travelling to Mexico, Italy, Egypt, France and Spain
- Outdoor recreation including running and skating

KATHY APPLE

APT.777, 777 JONES STREET WEST
OTTAWA, ON K2P 2P5
(613) 222-1111 ♦ k.apple@gmail.com

EDUCATION

- 2010– Present **JURIS DOCTOR (French Common Law Program)**
University of Ottawa – Faculty of Law (OTTAWA, CANADA)
- Candidate 2013
 - Top 5% ranking in 1st year – 7th of 188 students.
- 2007– 2008 **MASTERS OF BUSINESS ADMINISTRATION**
École supérieure de gestion (PARIS, FRANCE)
- Top 5% ranking – 3rd of 70 students.
 - Graduation with Distinction.
- 2005– 2007 **MASTERS SPECIALISATION IN INTERNATIONAL RELATIONS**
Institut d'études politiques (AIX-EN-PROVENCE, FRANCE)
- 1999 – 2002 **BACHELOR OF SOCIAL SCIENCES (Honours International Politics)**
University of Ottawa – Faculty of Social Sciences (OTTAWA, CANADA)

LAW-RELATED EXPERIENCE

- 2012 – 2013 **EDITOR-IN-CHIEF– OTTAWA LAW REVIEW**
University of Ottawa – Faculty of Law (OTTAWA, CANADA)
- Supervised the selection and editing process of articles and book reviews.
 - Oversaw publication issues, candidate recruitment, funding, marketing and distribution.
- 2011 – 2012 **RESEARCH ASSISTANT – TAX LAW**
University of Ottawa – Faculty of Law (OTTAWA, CANADA)
- Researched and developed the organizational framework for an international conference on Environmental Taxation.
- 2011 – 2013 **ACADEMIC TUTOR – CONSTITUTIONAL LAW & LEGISLATION**
University of Ottawa – Faculty of Law (OTTAWA, CANADA)
- Organised and implemented knowledge-based weekly sessions that provided students the opportunity to strengthen their legal study skills.
- 2012 **COMPETITIVE MOOT COURT PARTICIPANT**
Concours Cassin (PARIS, FRANCE)
- Researched and drafted factum with partner on the legitimacy of Salisbury Defence in murder trials and presented arguments in both French and English during oral competition.
- 2012 **PARTICIPANT**
Fraser Milner Casgrain 2012 Negotiation Competition (OTTAWA, CANADA)
- Participated in simulated negotiations.
- 2011 – 2012 **PEER ADVISOR**
University of Ottawa – Faculty of Law (OTTAWA, CANADA)
- Answered questions and discussed law-school concerns with first-year students.
- 2011 – 2012 **LAW STUDENT**
Laflamme & Scoot– Barristers & Solicitors (OTTAWA, CANADA)
- Drafted legal documents for various civil litigation matters including requisitions, statements of claim and notices.
 - Prepared incorporations and maintained corporate record books.
 - Researched various matters in medical negligence and drafted memoranda of law.

WORK EXPERIENCE

- 2008 – 2010
- INVESTOR RELATIONS MANAGER**
Average & Rich (PARIS, FRANCE)
- Developed and implemented an Investor Outreach Program throughout Western and Southern Europe.
 - Liaised with institutional investors across Europe and gathered market data in order to provide senior management with analysis and strategic opportunities.
 - Managed a team responsible for doing research, collecting data, organising pan-European conference series and local events and producing marketing documents.
- 2005 – 2007
- LABORATORY SUPERVISOR**
Institut d'études politiques (AIX-EN-PROVENCE, FRANCE)
- Supervised activities in two Information Technology laboratories and responded to computer-related queries.
 - Trained and managed a team of nine students responsible for providing research and analytical reports to the administration.
- 2004 – 2005
- CLIENT SERVICE PROGRAM OFFICER / INFORMATION OFFICER**
Reference Canada (OTTAWA, CANADA)
- Trained new employees on Federal Government Structures.
 - Updated a database of services offered by federal government departments.
 - Handled telephone enquiries regarding all federal programs and services.
- 2003 – 2004
- INFORMATION MANAGEMENT OFFICER**
Reference Canada (OTTAWA, CANADA)
- Researched and analysed federal government programs for the public.
 - Wrote concise bilingual articles, program descriptions and daily synthesis of governmental news events for national intranet site.
 - Established relationships with key players in various departments to ensure timely receipt of accurate information.
- 2002 – 2004
- PAGE**
House of Commons (OTTAWA, CANADA)
- Supported the Clerk and Chairperson of Various House of Commons Committees.
- 2001 – 2002
- TOUR GUIDE**
Senate of Canada (OTTAWA, CANADA)
- Facilitated historical tours to large groups of tourists, students, and foreign leaders.

LANGUAGES

- English/French: Fluently bilingual (E-E-E Canadian Federal Government exemption).
- Spanish/German: University level courses.

INTERESTS

- Soccer: Formed the I.E.P. first Women's soccer team. Named captain (2005-2007) – Led the team to the Regional Championships finals in 2007.
- Open Water Diving: P.A.D.I. Advanced Open Water Diving Certification.

KATHY APPLE
(613) 222-1111 ♦ k.apple@gmail.com

Sally Superstar

211-560 Laurier Avenue West, Ottawa, ON K1R 7X2 (613) 222-1111

ssuper@rogers.com

EDUCATION

- 2011-Present **Juris Doctor (J.D.)** Ottawa, ON
Faculty of Law, Common Law, University of Ottawa
- Candidate 2014
- 2006-2011 **Bachelor of Medical Sciences, Chemistry Honours (B.M.Sc.)** Ottawa, ON
Faculty of Medicine, University of Ottawa
- Thesis Research: Chelators Suitable for the Nutritional Supply of Metals

ACADEMIC ACHIEVEMENTS

- University of Ottawa Professional Training Scholarship for Academic Excellence, 2011
- Graduated with Distinction, University of Ottawa, 2011
- Dean's Honour List, 2006-2011
- In-Course Scholarships Year 3 for Academic Excellence, 2008
- University of Ottawa Entrance Scholarship for Academic Excellence, 2006

LAW-RELATED EXPERIENCE

- 2012-Present **Communications Coordinator** Ottawa, ON
International Law Students Association, University of Ottawa
- Planning and coordinating events and speakers
 - Promoting academic and social events to classmates
 - Delegating responsibilities to first-year committee members
- 2011-Present **"No Means No" Campaign Member & Volunteer** Ottawa, ON
Women's Legal Education and Action Fund (LEAF), University of Ottawa
- Educating grade 7 students on their Charter rights as part of the "No Means No" program
 - Organized and executed the electoral process for the 2005-2006 executive
- Summer 2011 **Researcher, Youth Council of Canada** Ottawa, ON
Pro Bono Students Canada, University of Ottawa
- Examined Ontario legislation and case law governing the accessibility of welfare for youth aged 13 to 24
 - Drafted a report to provide a general overview of accessibility to welfare for youth by focusing on their age, family type and employment situation
- 2011 **Research Assistant, Law and Technology Program** Ottawa, ON
Professor Smith, University of Ottawa
- Examined provincial statutes and case law regarding cadaver donations for science research

WORK EXPERIENCE

- Summer 2012 **Assistant to the Administrative Coordinator** Ottawa, ON
Canadian Diabetes Association
- Drafted professional correspondence and reports
 - Updated and maintained the national membership database
 - Managed and coordinated resource orders
- Spring 2011 **Business Mobile Delivery Group Operator** London, England
O2
- Developed a user-friendly and accessible mobile phone ordering system with team members
 - Communicated with corporate customers and senior management to ensure order quality and to plan for future business needs
- Summer 2010 **Inbound Customer Service Agent** London, England
Citikey
- Analysed customers' billing needs and drafted report outlining necessary system requirements and adjustments
 - Negotiated account amendments with clients during the transition to the new billing process
- Summer 2008 **Caregiver for Senior Citizens Nursing Care** Ottawa, ON
Smiths Home
- Planned and supervised group activities and outings
 - Drafted incident and medication reports for client case files
 - Negotiated solutions with co-workers to resolve client difficulties and made appropriate recommendations

COMMUNITY INVOLVEMENT

- 2012 **Orientation Week Leader** Ottawa, ON
Faculty of Law, Common Law, University of Ottawa
- Organized and participated in Orientation Week activities welcoming first year students to the Faculty of Law
- 2009-2010 **Young Tutors Program** Ottawa, ON
Faculty of Science, University of Ottawa
- Developed lesson plans and tutored high school students in various science classes
- 2008-2010 **Volunteer** Ottawa, ON
Palliative Care Centre
- Assisted in organizing activities for residents

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 wine/food pairing

ROBERT SMITH

110 Elm Street Ottawa, Ontario K1R 7X2 • (613) 222-1111 • rsmith@yahoo.ca

Education

- 2011-Present **Juris Doctor (J.D.)**
University of Ottawa, Ottawa, Ontario
- Anticipated convocation date: 2014
- 2003-2004 **Master of Business Administration (M.B.A.)**
University of New Brunswick, Fredericton, New Brunswick
- 1998-2002 **Baccalaureate of Arts (B.A.)**
University of British Columbia, Vancouver, British Columbia
- Major: History, Minor: Psychology

Law-Related Experience

- 2012-Present **Research Assistant**
Faculty of Law, University of Ottawa, Ottawa, Ontario
- Work with Professor Lee researching, editing and summarizing case law, legislation and articles for new Tort Law publication
 - Assist with the conception, designing and programming of new website
- 2011-Present **Communications Coordinator**
Mature Students Association, Ottawa, Ontario
- Drafting bi-monthly newsletters
 - Organizing annual liaison activities with local legal practitioners

Work Experience

- 2006-2010 **Product Manager**
Chemicalis Explosives, Halifax, Nova Scotia
- Reported to the President of Product Management and responsible for a product line representing \$12 million in annual sales revenue
 - Launched replacement product into the marketplace resulting in a 400% annual unit sales increase
 - Analyzed competitive product offerings in terms of features and benefits as well as price points and drafted monthly reports
 - Member of negotiating team responsible for negotiation price factors with third party manufacturer
 - Designed and implemented new training modules for a product sales team of 15 members
 - Responsible for maintaining and growing nationwide chemical contents database

Work Experience (continued)

2004-2006

Customer Service Manager

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; responsible for representing department and ensuring all departmental needs were met

2002

Product Development and Product Sales Manager

Chemicalis Explosives, Halifax, Nova Scotia

- Supervised a team of five members working on product development in 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

Awards and Distinctions

2010

UNICEF Volunteer of the Year Award, awarded on the basis of contributions to local community

2003

ABC Enterprise Education Scholarship, awarded on the basis of community involvement and academic achievement

2003

University of New Brunswick Entrance Scholarship, awarded on the basis of academic excellence

Volunteer and Extra-curricular Activities

2003-Present

Coach, Community Soccer

2003-Present

Member of Community Soccer League

2004-2009

Volunteer Fundraiser, UNICEF Halifax

1998-2000

Member, University of British Columbia Community Relations Committee,

1997-2000

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

Languages and Personal Interests

- **Languages:** Fluent in English and French; beginner Chinese
- **Reading:** Political science and biographies, current events and murder mysteries
- **Sports and leisure:** Soccer, skiing and traveling throughout Asia and Central America

Ms. Finley Cullen

15 Elgin Street
Ottawa, Ontario, K7O2L5
613.998.6688 | finley.cullen@gmail.com

EDUCATION

- 2010-Present **Juris Doctor (J.D.)**
University of Ottawa, Ottawa, ON
- English Common Law Program
 - Candidate 2013
- 2006-2009 **Bachelor of Arts, Honours (B.A.H.)**
McGill University, Montreal, QC
- Major: Psychology
 - Graduated on the Dean's List
- 2005-2006 **Herstmonceux Castle**
Queens University, Hailsham, UK
- Completed first-year of the International Studies Program

LAW-RELATED EXPERIENCE

- 2012 **Volunteer, *Pro Bono* Students Canada**
Family Law Information Center, Ottawa, ON
- Shadow Duty Counsel and assist clients in completing forms using Divorce Mate
- 2011-2012 **Teaching Assistant, Dispute Resolution and Professional Responsibility Program**
University of Ottawa, Faculty of Law, Ottawa, ON
- Trained in interviews, negotiations, mediations and arbitrations
 - Selected for the second year practicum course which involved shadowing mediations in the community and acting as a Teaching Assistant for the first-year class
- 2011 **Participant**
Fraser Milner Casgrain LLP 10th Annual Negotiation Competition, Ottawa, ON
- Gained negotiation experience by employing mutually beneficial strategies in simulated negotiations
- 2011 **Volunteer, *Pro Bono* Students Canada**
Canadian Alliance for Animal Assisted Services, Ottawa, ON
- Researched legislation relating to service animals at the municipal, provincial, federal and international levels
 - Drafted a report to be used in organization's Annual General Meeting
- 2010-2011 **Volunteer, *Pro Bono* Students Canada**
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

- 2010-2011 **Volunteer**
National Anti-Poverty Organization (NAPO), Ottawa, ON
- Researched the effects of workfare programs on low income families in Canada
 - Drafted the workfare section of NAPO's submission to the United Nations Committee on Economic, Social and Cultural Rights
- 2010 **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
- 2008 **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

- Present **Summer Employment Officer**
Service Canada, Cornwall, Ontario
- Facilitate relationships between students and employers
 - Recruit new organizations, fundraise and plan social events
- 2011 **Administrative Assistant, Summer Position**
AA Trucking Ltd., Cornwall, ON
- Filed electronic customs clearances and performed general administrative duties
 - Maintained records for fleet of 20 trucks
- 2009-2010 **Bartender/Server**
Freddy's Bar & Grill, Cornwall, ON
- Organized and coordinated a weekly trivia night
- 2008-2009 **Credit Analyst**
Canadian Imperial Bank of Commerce, Cornwall, ON
- Worked summers receiving bilingual calls in a high volume call centre
 - Approved credit card applications and granted credit limit increases

INTERESTS AND LANGUAGES

- Languages: conversant in French, fluent in English
- Outdoor activities: enjoy camping, hiking and running
- Travel highlights: South America, Europe and the Caribbean
- Community involvement: University of Ottawa orientation week leader, University of Ottawa class of 2013 community gift to Habitat for Humanity

Lily Legal

111-222 Spleen St., Ottawa, ON K1J 1J7 (613) 445-3366 llegal@uottawa.ca

EDUCATION

- 2011 – Present **Juris Doctor**
University of Ottawa, Faculty of Law, Ottawa, ON
- Intensive Dispute Resolution Program, Winter 2012
- 2006 – 2009 **Bachelor of Arts**
University of Manitoba, Faculty of Arts, Winnipeg, MB
- Major: Sociology, Minor: Political Science

ACADEMIC ACHIEVEMENTS

- Awarded University of Ottawa Merit Scholarship, 2011
- Graduated First Division – Bachelor of Arts, 2009
- Dean’s Academic List, 2006 & 2007
- Awarded Sir Frankness Scholarship for academic achievement, 2008
- Awarded Entrance Scholarship, based on academic excellence and volunteerism, 2006

LAW-RELATED EXPERIENCE

- 2012 – Present **Assistant Editor**
University of Ottawa Law Review, Ottawa, ON
- Editing articles submitted for references, style and grammar
 - Assisting in administration of Law Review
- 2012 – Present **Contract Law Tutor**
University of Ottawa, Faculty of Law, Ottawa, ON
- Facilitating access and equity tutorial sessions for first-year law students
 - Providing general tutorial and exam preparation sessions
- Summer 2012 **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
- 2011 – 2012 **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
 - Attended intake interviews

WORK EXPERIENCE

- 2012 – Present **Peer Advisor**
University of Ottawa, Faculty of Law, Ottawa, ON
- Mentoring 50 first year law students
 - Organizing social and academic events for first-year students

- 2011 – Present **Website Maintenance Officer**
Roman Inc, Ajax, ON (Head Office)
- Editing literature posted on three websites
 - Coordinating with website designer and website host to troubleshoot problems
- 2009– 2010 **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
- 2009 **Research Assistant**
Department of Psychology, University of Manitoba, Winnipeg, MB
- Conducted secondary research for a PhD candidate focusing on Aboriginal women’s experiences on reserves in Canada
 - Transcribed and analyzed interviews
- 2008– 2009 **Campus Tour Guide and High School Liaison Officer**
University of Manitoba, Winnipeg, MB
- Conducted campus tours for potential students
 - Visited high schools as part of university recruitment team

COMMUNITY INVOLVEMENT

- 2011 – Present **Best Buddies Canada**
University of Ottawa Chapter, Ottawa, ON
- Organizing and participating in events for individuals with developmental disabilities
- 2011 – Present **Volunteer LEAF (Women’s Legal Education and Action Fund)**
University of Ottawa Chapter, Ottawa, ON
- Facilitating “No Means No” workshops for grade 7 students on their Charter rights
- 2010 **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
- 2007 – 2009 **Student and Alumni Relations Committee**
University of Manitoba, Winnipeg, MB
- Encouraged student and alumni involvement in university life
 - Organized events including sporting events and activity days

OTHER INTERESTS

- Athletic activities including snowboarding, tennis and mountain biking
- Certified PADI Open-Water Diver

JACK ANDERSON

7 Bombo Dr. ▪ Ottawa, Ontario ▪ K2L 6C9 ▪ (613) 727-5555 ▪ janderson@hotmail.com

EDUCATION

Juris Doctor (J.D.), French Common Law

University of Ottawa, Ottawa, Ontario

2010-Present

- Anticipated graduation date 2013
- Ranked 15th in class of 200
- Awarded Carswell Book Prize for highest standing in Torts

Masters of Arts (M.A.), Philosophy of Law

University of Western Ontario, London, Ontario

2009-2010

Bachelor of Arts (B.A.), Philosophy

McGill University, Montreal, Quebec

2005-2009

- Dean's List 2005-2009

LAW-RELATED EXPERIENCE

Competitor

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

2011-2012

- Represented the University of Ottawa as one of four members of the 2007 Philip C. Jessup International Law Moot Court Competition team
- Placed 5th overall in a field of 30 competitors

Tutor

University of Ottawa, Faculty of Law, Ottawa, Ontario

2011

- Conducted bi-weekly lectures covering full-year curriculum to 20 students
- Met with students on a one-to-one basis to answer questions
- Administered practice exams

Volunteer

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

2010

- Shadowed upper-year case worker and assisted with case preparation

EMPLOYMENT EXPERIENCE

Student, Research & Corporate Affairs

Tyco Inc., Ottawa, Ontario

Summer 2011

- Researched corporate compliance issues
- Drafted a position paper presented to senior management

Bilingual Guide

Newfoundland War Memorial, Beaumont-Hamel, France

Summer 2010

- 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 (2009-2010)
Facilitator Outdoor Leadership Centre (Summer 2007)**

YMCA, London, Ontario

2007-2010

- Facilitated Corporate Development and Teambuilding, High and Low Challenge Ropes Course, Earthkeepers (Environmental Education), and LEAD (Leadership Education for Adolescent Development) programs
- Liaised with key stakeholders
- Coordinated schedules and events, such as annual end of camp celebration
- Supervised 15 facilitators

Recreation Director

Camp Elm Tree, London, Ontario

Summer 2006

- Created recreation program for 75 campers, aged 10 to 15, at week long camps

COMMUNITY INVOLVEMENT

Committee Membership

- University of Ottawa Faculty of Law Business Law Students' Society (2010-Present)
- University of Ottawa Faculty of Law Common Law Students' Society Social Committee (2011-2012)
- University of Ottawa Faculty of Law Common Law Students' Society First Year Representative (2010-2011)
- Western Graduate Student Association – M.A. Representative (2009-2010)
- McGill Student Federation Arts Representative (2008-2009)

Volunteer Experience

- Pro Bono Students Canada – REACH Canada (2012-Present), Vote out Loud Project (2010-2011)
- International Conference on Recreation (2009)
- YMCA Montreal After School Program (2007-2009)
- McGill Faculty of Arts Peer Mentor (2006-2009)
- Boyd Drama Society – Assistant Stage Director for 'The Hobbit' (2006-2007)

LANGUAGES & INTERESTS

- Fluent in French and German, Basic skill in Spanish
- Avid hockey and ultimate frisbee player
- Amateur videographer and photographer

JACK ANDERSON
(613) 727-5555 ▪ janderson@hotmail.com

ISABELLA P.D.C. CLARK

5 Parish Street, Orleans, ON A1B 2C4 • 613-123-4567 • iclarkpdc@gmail.com

EDUCATION

Juris Doctor (J.D.)

2010-Present

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

- Anticipated graduation: May 2013
- Programme de droit canadien

Licentiate in Law (LL.L.)

2010-Present

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

- Expected graduation: May 2013
- Programme de droit canadien

Certificate of Introduction to Chinese Law

May 2011

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

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

2007-2010

Acadia University, Department of Law and Justice (Wolfville, Nova Scotia)

- Graduated *Cum Laude*
- Acadia University Entrance Scholarship (2006-2009): Renewable bursary awarded to students on the Dean's List
- Leadership Award (2006): Awarded to students who have demonstrated outstanding school and community leadership

LAW-RELATED EXPERIENCE

Intern

2012

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

- 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 that these terms have on the federal government
- Edited the footnotes of the *Commercial Arbitration Act* in accordance with the of the Canadian Guide to Uniform Legal Citation
- Translated and verified documents on various subjects, such as confidentiality and standard clauses in dispute resolution
- Researched and summarized case law, as well as wrote a description on the department's involvement with the *Draft Bill to enact the new Code of Civil Procedure* in French and in English 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

2009-2011

Richard Professional Corporation (Truro, Nova Scotia)

- Researched issues in civil litigation, immigration and family law, presenting findings to senior lawyers
- Drafted various documents such as pleadings, affidavits and facta required for court proceedings
- 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
- Prepared incorporations and maintained corporate record books
- Prepared closing reports for real estate transactions as well as wills and powers of attorney

LAW-RELATED EXPERIENCE (CONTINUED)

Research Assistant

2009-2010

Acadia University, Department Law and Justice (Wolfville, Nova Scotia)

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

WORK EXPERIENCE

Student Facilitator

2012-Present

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

- Maintained the day-to-day operations of the CPDC
- Counsellor students on drafting documents relevant to the job search during one on one meetings
- Edited student documents such as résumés and cover letters via e-mail
- Participated in interviewing potential CPDC employees and trained staff

Tourism Ambassador

2007-2008

Colchester Community Futures Development Corporation (Truro, Nova Scotia)

- Acted as a resource for tourists visiting the Annapolis Valley
- Created a computerized system that tracked the number of tourists and their needs on a yearly basis

COMMUNITY INVOLVEMENT

Co-Founder

2009-2010

Rights and Democracy Network (Wolfville, Nova Scotia)

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

Coordinator

2009

United Nations Simulation (Wolfville, Nova Scotia)

- Promoted the United Nations Simulation taking place in Wolfville

Member

2007-2009

Acadia University, Charity Committee (Wolfville, Nova Scotia)

- Fundraised for organisations such as the Heart and Stroke Foundation and Big Brothers Big Sisters of Canada

Volunteer

2006

Habitat for Humanity (La Matanza, Argentina)

- Assisted with the building of ten homes

LANGUAGE AND INTERESTS

Languages: Fluent in French and English

Memberships: Ontario Bar Association (a branch of the Canadian Bar Association) and Association des juristes d'expression française de l'Ontario

Interests: Cooking, attending Broadway performances, travelling and learning about other cultures

GINNY M.A. SADOWSKA

85 Conciliazione Drive ■ Ottawa, ON ■ Y7X9Z8

613-333-5555 ■ gsado790@uottawa.ca

EDUCATION

- 2009 – Present **Juris Doctor (J.D.)**
University of Ottawa, Faculty of Law (Ottawa, ON)
- Degree to be conferred: June 2013
 - Simultaneously completing a Juris Doctor and a Master of Arts
 - Joint Program Research Essay: “Trade, Investment and Development in the Southern African Development Community”
- 2009 – Present **Master of Arts in International Affairs (M.A.)**
Carleton University, Norman Paterson School of International Affairs (Ottawa, ON)
- Degree to be conferred: June 2012
 - Concentration: International Dimensions of Development
- 2004 – 2007 **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 Third World (2012)
- **Graduate Studies Scholarship** - based on academic achievement (2011)
- **Marcel Hamelin Entrance Scholarship** - awarded on the basis of academic achievement (2010)
- **Dean’s Honor List** (2005– 2008)
- **Beverly Mascoll Scholarship** - for academic achievement and contribution to the Black community (2007)

LAW-RELATED EXPERIENCE

- Winter 2012 **Clinical Law Student**
Department of Justice Internship - Canada Border Services Agency (Ottawa, ON)
- Researched case law and secondary sources in various areas of law, including national security, immigration, customs and human rights law
 - Drafted legal opinions on issues related to various areas of national security, immigration, customs and human rights law
- 2010– 2011 **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

WORK EXPERIENCE

- 2007– 2009 **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

- 2006 **Summer Student Researcher**
Caribbean Heritage Council (Vancouver, BC)
- Researched the shortage of Caribbean history and culture in the Alberta 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, 2005

EXTRA-CURRICULAR and VOLUNTEER EXPERIENCE

- 2011–2012 **Co-President; Co-Vice President Social**
Black Law Students' Association (BLSA), University of Ottawa, Faculty of Law (Ottawa, ON)
- Coordinated and planned 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 and organized the participation of BLSA members at the Black Law Students' Association of Canada National Conference (February 2011)

- Spring 2011 **Volunteer**
Development New Delhi (New Delhi, India)
- Taught English and math to impoverished children from New Delhi's slums for one month
 - Completed other tasks including grading and preparing the students' end of year report cards

- Summer 2010 **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 as well as 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

- 2005– 2007 **Co-Founder and President; Treasurer**
African Caribbean Society, University of Northern British Columbia (Prince George, BC)
- Member of a team of two that created a new student group committed to representing African and Caribbean students
 - Led meetings
 - Oversaw finances and fundraising activities

LANGUAGES and PERSONAL INTERESTS

- **Languages:** intermediate-level oral and written proficiency in French (Council of Europe B1 level)
- **Sports:** recreational runner; devoted follower of international soccer
- **Travelling:** highlights include touring the Egyptian pyramids, Buckingham Palace, the Gateway of India, and a Vancouver to Miami road-trip

GINNY A. SADOWSKA

613-333-5555 ■ gsado790@uottawa.ca

NATHAN IP STUDENT JONES

9 Autumn Dr., Ottawa, ON, A1A 2B2 • 613.444.8888 • njones987@uottawa.ca

EDUCATION

Juris Doctor 2012 – Present

University of Ottawa, Faculty of Law, Ottawa, ON

- Candidate 2015

Bachelor of Electrical Engineering 2004 – 2009

University of Waterloo, Faculty of Engineering, Toronto, ON

- Engineering Projects:
 - Design of a 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
 - Designed a pseudo-random bit generator 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**, 2005, 2006, 2008
- **David A. Golden Scholarship** for academic excellence, 2007-2008
- **MacOdrum Scholarship** for academic excellence, 2005
- **President's Scholarship** for academic excellence, 2004

WORK EXPERIENCE

Consultant 2009 – 2012

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 Leesway'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 2008

MountainEdge Computer Systems Inc., Sudbury, ON

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

WORK EXPERIENCE (CONTINUED)

Intern – Protocol Specialist

2007

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
- Responsible for wireless carrier-specific test plans – tasks included preparing equipment for testing, delegating test cases to junior interns, reviewing procedures and generating reports

EXTRA-CURRICULAR ACTIVITIES

Campaign Lead

2010 – 2011

Engineers without Borders (EWB), Waterloo, ON

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

Chair and volunteer

2006 – 2009

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

- Led a team of 11 executives and over 400 student members, overlooking the daily activities of the branch to ensure streamlined operation
- Organized student conferences and career related events
- Worked closely 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

2007 – 2008

Research in Motion (RIM), Waterloo, ON

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

Camp Leader

Summer 2006

Canadian National Institute for the Blind, Ottawa, ON

- Provided assistance to visually-impaired children (7-17 years) by facilitating activities, such as arts and crafts, sports, games and field trips

PERSONAL INTERESTS

- **Running:** Ran 10k at the 2012 Ottawa Race Weekend, 5k at the Make-a-Wish foundation race in 2011
- **Leisure Activities:** Rollerblading, Reading
- **Language skills:** German (fluent), French (basic)

Toby IP
Parker

85 Sandy Hill Dr.
Ottawa, ON K1N 6N5
613.558.4796
tparker@uottawa.ca

EDUCATION

- 2011 – 2014** **Juris Doctor (J.D.)**, University of Ottawa
Common Law
- 2011** **Master of Science (M.Sc.)**, University of Toronto
Environmental Analytical Chemistry
- 2009** **Honours Bachelor of Science (B.Sc.)** (*High Distinction*), Western University
Forensic Science and Chemistry Specialist

HIGHLIGHTED ACADEMIC ACHIEVEMENT

- 2011** **University of Toronto T-Holder's Bronze Award**
- High academic (year GPA 4.0/4.0) and varsity athletics achievement (competition in the Ontario University Athletics (OUA) track and field Championships)
- 2010** **Canadian Interuniversity Sport (CIS) Academic All-Canadian Honour Roll**
- High academic (year GPA 4.0/4.0) and varsity athletics (OUA) achievement
- 2010** **Croft Teaching Assistant Award**
- Teaching excellence in the Department of Chemistry at the University of Toronto
- 2009** **University of Toronto Chemistry Graduate School Gordon Fellowship**
- Academic and scientific research excellence
- 2008** **NSERC Undergraduate Summer Research Award**
- Academic merit and research potential
- 2005** **Miller Thomson Foundation National Scholarship**
- Leadership, extra-curricular involvement, motivation, academic merit

LAW-RELATED EXPERIENCE

- 2011 – Present** **Technology Law Students Association Student Representative**
- Assist in event planning and advertise events to first-year Common law students
- Summer 2012** **Intellectual Property Summer Student**
Ridout & Maybee LLP, Toronto, ON
- Worked on patent prosecution and litigation, trademarks and copyright
- 2011 – 2012** **Canadian Internet Policy and Public Interest Clinic (CIPPIC) Volunteer**
- Researched privacy law pertaining to genetic profiling
- Oct. 2011** **Fraser Milner Casgrain LLP Negotiation Challenge**
- Engaged in simulated contract negotiations with a partner

PREVIOUS WORK EXPERIENCE

2009 – 2011 Graduate Research Assistant / Teaching Assistant

University of Toronto, Toronto, ON

- Performed self-directed research on the environmental degradation process of fluorotelomer-acrylate polymers
- Assisted in the teaching and tutelage of 1st – 3rd year chemistry students

Summer 2009 Defence Research Assistant

Defence Research and Development Canada – Atlantic, Halifax, NS

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

2008 – 2009 Undergraduate Assistant

Centre of Forensic Sciences, Toronto, ON

- Analyzed chemical compounds via ATR-FTIR and created library databases
- Assisted in training Members of Ontario's Provincial Emergency Response Team in using the ATR-FTIR instrument

Summer 2008 NSERC Undergraduate Researcher

University of Toronto, Toronto, ON

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

Summer 2007 Summer Day Camp Co-ordinator

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

EXTRACURRICULAR ACTIVITIES

2012 – Present Thérien Jiu-Jitsu

1994 – Present Martial Arts Practitioner (Southern and Northern Chinese hard and soft styles)

2010 – 2011 Chemistry Graduate Student Union Treasurer

- Oversaw the finances of the Union, operated the Union store (a licenced business), coordinated and organized social events for Chemistry Graduate Student

2007 – 2011 University of Toronto Varsity Track and Field Team Member

AFFILIATIONS

2006 – Present Duke of Edinburgh Gold Award Society

- Community leadership, sporting excellence, outdoor and wilderness training, and skills development

2010 – 2011 American Chemical Society Division of Polymer Chemistry

INTERESTS

- Soccer, hockey, martial arts and track and field

**Toby IP
Parker**

85 Sandy Hill Dr.
Ottawa, ON K1N 6N5
613.558.4796
tparker@uottawa.ca

PUBLICATIONS

Parker, T., Dinglasan-Panlilio, M.J.A., Butt, C.M., Mabury, S.A. Fluorotelomer Acrylate Polymer Transformation in the Environment. 2012. *Environ. Sci. Technol.* (in preparation).

Parker, T. The Environmental Fate of Fluorotelomer-Acrylate Polymers. University of Toronto, 2011, M.Sc. Thesis.

Parker, T. Human exposure to perfluorinated compounds via smoking and second-hand smoke. 2011. *J. Applied Sci.* 9 (13): 2475-2479.

De Silva, A.O., Parker, T., Mabury S.A. Toxicokinetics of Perfluorocarboxylate Isomers in Rainbow Trout. 2011. *Environ. Tox. Chem.* 28 (2): 330-337.

Parker, T., Szabo, J.P., Dielectric Breakdown in Thin Polymer Films, *DRDC Atlantic TM 2007-281*, Defence R&D Canada - Atlantic (2009).

CONFERENCE PROCEEDINGS

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

Rankin, K., Lee, H., Parker, T., Mabury, S.A. 2012.
Direct Monitoring of Fluorotelomer-based Polymer Degradation in a Soil:PlantAgroculture. 93rd Canadian Chemistry Conference and Exhibition. Toronto, ON, May 29 – June 2, 2012.

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

Parker, T., Dinglasan-Panlilio, J., Mabury, S.A. 2010.
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*)

Parker, T., Dinglasan-Panlilio, J., Mabury, S.A. 2010.
Environmental Degradation of Fluorotelomer Acrylate Polymers. Fluoropolymer 2008: Current Frontiers and Future Trends. Charleston, SC, USA, October 19-22, 2010. (*poster oral presentation*)
De Silva, A.O., Plan, T., Mabury, S.A. 2009.

Department of Justice

Marc Law

57 Louis Pasteur Street, Ottawa, ON K1N 6N5 (613) 111-2222 m_law@hotmail.com

19 April 2014

Mr. Moot Court
National Coordinator of the Legal Excellence Program
Department of Justice
Urbandale Building, 100 Metcalfe Street
Ottawa, ON K1A 0H8

Dear Mr. Court:

Re: 2015-2016 Articling Position with the Department of Justice

Please accept this letter and enclosures as my application for a 2015-2016 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, Indian and Northern Affairs and Family, and Children and Youth sections. I believe that my work and volunteer experience will allow me to make a significant and 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. This summer, I will remain at the University of Ottawa Community Legal Clinic in the HIV/AIDS division, where I have been a caseworker for the past year. This position has developed my legal research, writing and advocacy skills and afforded me practical experience in various areas including drafting legal memoranda and interpreting employment and human rights legislation. Recently, I was elected to serve on the Clinic's Steering Committee. Members of the Steering Committee work as a team and are responsible for determining all policy and administrative matters concerning the Clinic.

In May 2014, I assumed the position of coordinator for Pro Bono Students Canada at the University of Ottawa. Over the year, my primary responsibility was to develop projects for students wishing to do volunteer legal work benefiting disadvantaged members of society. This has enhanced my leadership, communication and organizational capacities. I have further strengthened these skills through my work with Amnesty International where I am active at the national level facilitating educational workshops in human rights issues.

Thank you in advance for your consideration of my application. I hope to hear from you soon.

Yours truly,

Marc Law

Marc Law

Clerkship

January 9, 2014

Sally Student
199 Lawyer Street
Ottawa, ON K2R 7N5

Ms. Patricia Recruitment
Chamber of the Chief Justice of Canada
Supreme Court of Canada, Supreme Court Building
301 Wellington Street
Ottawa, ON K1L 0J1

Dear Ms. Recruitment:

Re: 2015 Clerkship Application

I am writing to express my interest in a clerkship position with the Supreme Court of Canada, commencing in 2015. Please find enclosed my curriculum vitae, official post-secondary school transcripts and application form PSC-3391. My reference letters will follow shortly.

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 a young 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 Women's Division has exposed me to such areas as human rights and aboriginal law, and has taught me a great deal about advocacy, professional conduct, legal reasoning and the importance of clarity in writing. 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 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 has given me the opportunity to sharpen my critical and analytical skills as well as 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. Writing a thesis for my M.A. at Queen's University honed my research and writing skills and these skills have been further developed this year in my position as a junior editor for the Ottawa Law Review.

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. I can be reached by phone at (613) 222-3333 or by email at sstud093@uottawa.ca. I hope to hear from you soon.

Sincerely,



Sally Student

Legal Aid / Public Interest Organization

BOB LOBLAW

200 Bank Street, Ottawa, Ontario K2P 1W8

bobloblaw@uottawa.ca

613-945-1874

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

August 20, 2014

Re: Application for 2015 Summer Student Position

Dear Mr. Zuckerkorn:

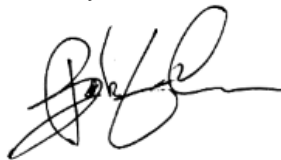
Please accept this letter and enclosures as my formal application for the 2015 Summer Student position at Legal Aid Ontario (LAO)'s Toronto office. I am a second year law student in the English Common Law program at the University of Ottawa. As a student interested in social justice, I welcome the opportunity to perform diverse and meaningful work in the public sector. I am particularly drawn to LAO's frontline advocacy efforts for low-income Ontarians, and hope to contribute to this valuable legal service.

During my recent internship with the National Aboriginal Health Organization (NAHO), I led initiatives focused on promoting health and well-being among Aboriginal communities. In this role, I researched Aboriginal-specific health legislation and documented health-related provisions in treaty agreements. This information was used by NAHO to build Aboriginal health programs in areas where these services were most lacking. Through this experience, I learned the importance of assisting populations of socio-economic marginalization and became driven to pursue a career in social justice. My professional desires have only been strengthened through my work at the Community Legal Clinic at the University of Ottawa. As a volunteer with the Clinic, I gained experience conducting client intake interviews, drafting legal memoranda, and providing summary advice under supervision. Despite the high influx of cases at the clinic, I was able to handle my assignments efficiently and skillfully.

Through my past experiences, I have cultivated strong intercultural communication skills. As a volunteer with the Shepherds of Good Hope, I facilitate drop-in services for homeless individuals in Ottawa; this often includes preparing meals and socializing with clients of the centre. Given the various ethnic backgrounds and vulnerabilities of these individuals, I have learned to approach my work with patience, sensitivity, and open understanding.

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 Loblaw

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.

Peter McLean

111 Lees Avenue, Ottawa, ON K1S 5M1
(613) 555-4434
studentpeter@sympatico.ca

August 15, 2014

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

Dear Ms. Academics:

Re: 2015 Summer Student Employment

Please accept this letter and enclosures as my application for summer employment at Newman & Company's Vancouver office for 2015. As a second year student in the University of Ottawa's Common Law program, I am most interested in the depth and scope of your Administrative Law and Dispute Resolution practice. In particular, I am intrigued by the work of your Human Rights and Labour and Employment groups. In addition, I plan to return to Vancouver to join my family on the West Coast after graduation.

Working as a legal assistant at Michel Baldwin's Ottawa office exposed me to the fields of Corporate-Commercial law, as well as Administrative and Human Rights law. During that time, I became increasingly fascinated by the fields of employment and human rights litigation. As I reviewed and organized a variety of files, researched and edited numerous documents and pleadings, I began to grasp the depth of opportunities that exist in these areas. I feel that my time working at the University of Ottawa as a Liaison Information Officer, and at the Human Resource Centre of Canada for Students fostered the strong organizational and interpersonal skills required in litigation practice as I was tasked with developing programming for and interacting with people from diverse backgrounds.

I believe that my experience working and communicating with people from all walks of life would adapt well to the diversity of your practice. I would relish being able to make a significant contribution through a broad range of projects and work.

I have enclosed my resume and a copy of my academic transcripts for your review. 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 for a summer position at Newman & Company.

Yours truly,

Peter McLean

Peter McLean

Large Firm – No City of 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.

Mike Smart

25 Laurier Avenue, Ottawa, Ontario K1N 2J9
Msmart@gmail.com, 613-555-9876

July 20, 2014

Mr. Joe Case
Spencer Spaulding
40 King Street West
Toronto, Ontario M2L 3C3

Dear Mr. Case:

Re: 2015 Summer Student Position

Please accept this letter and enclosures as my application for summer employment for 2015 at Spencer Spaulding. In speaking with Barbara Graduate (articling student 2011-2012), I became interested in the challenges presented by your business law practice. I believe that, as a second year law student with a strong business background, I could contribute effectively to the work of your firm in the areas of corporate finance and taxation. I am particularly attracted to Spencer Spaulding because as a large full-service firm, it offers the opportunity to be exposed to high caliber work in a wide range of practice areas, such as finance and business.

Through my work at William Jenkins this summer, I became increasingly interested by the field of business transactions. As I reviewed and organized a variety of files, I began to grasp the depth of opportunities that exist in these areas. In addition, I feel that my time working at Export Development Canada as an Assessment Officer and at Nortel as a Business Analyst fostered the strong organizational and interpersonal skills required in corporate practice.

Additionally, 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. I also drafted 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 Ottawa and as Treasurer of the Business Students' Association.

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 for a summer position at Spencer Spaulding.

Yours sincerely,



Mike Smart

Medium Sized Firm – City or Geographic Link

Note specific city tie to Ottawa.

Jack Application

2 Cumberland Avenue North, Ottawa, ON K3Z 4B9
jackapplication@uottawa.ca | 613.856.9947

Bark, Simon
Attn: Ms. Mindy Career
20 Elgin Street, Suite 400
Ottawa, ON J3L 2B7

June 29, 2014

Dear Ms. Career:

Re: Articling Position 2015-2016

Please accept this letter and enclosures as my application for an articling position at Bark, Simon in 2015-2016. I am interested in litigation, particularly in the areas of administrative law, corporate/commercial, environmental law and intellectual property. However, to ensure that I attain a well-rounded practical experience upon which to advance my career, I hope to be exposed to many aspects of the legal practice during my articles. I am particularly attracted to Bark, Simon as I am very impressed by the flexibility offered in your articling program, which would allow me to gain experience in many different areas of law. Ottawa is my home and I am looking to forge a long-term commitment to a firm in this city.

My academic performance indicates an ability to grasp legal concepts in traditional black letter law courses, but does not illustrate the entire picture. I have excellent time management skills and am able to successfully multi-task. While attending school full-time, I participated in extra-curricular activities and supported myself with a part-time job. In addition, during my time at law school I have been an editor with the Ottawa Law Review, a legal research assistant, a caseworker at the University Community Legal Clinic, a peer tutor, and an active participant on various committees. My involvement in all aspects of life at the law school has honed my ability to work effectively and efficiently while successfully balancing academic and extra-curricular activities.

I believe that I would complement a medium-sized firm like Bark, Simon because of my ability to develop a rapport with and attract prospective clients, while managing numerous files. I work competently as part of a team and I look forward to the varied experience only a firm of your size is able to provide.

Thank you for your consideration of my application. I can be reached at your convenience by phone at (613) 323-4545 or by email at jackapplication@gmail.com. I welcome the opportunity to discuss my application further in an interview.

Sincerely,



Jack Application

Specific Practice Area (Administrative Law)

Joey Article
644 Louis Pasteur Street
Ottawa, Ontario
K1F S5X
(613) 888-4545, jarticle@rogers.com

June 20, 2014

Mr. Samuel Legal
Fraser & Roger
26 King Edward Avenue
Ottawa, Ontario
K7R 5E6

Dear Mr. Legal:

Re: Articling for 2015-2016

Please accept this letter and enclosures as my application for an articling position with Fraser & Roger for 2015-2016. I am currently enrolled in the University of Ottawa's joint J.D. / M.A. program with the Norman Patterson School of International Affairs and I will complete my studies in 2014. My interest in Fraser & Roger stems from my strong desire to practice with a firm that specializes in civil litigation and administrative law.

Much of my interest in these areas of law is a result of my involvement with the Community Legal Clinic at the University of Ottawa. As the Administrative Law Division Leader at the clinic in 2012-2013, I was responsible for all aspects of case management from initial intake to representation at adjudicative hearings. I appeared before various tribunals, including the Social Assistance Review Board and the Health Professions Board and successfully mediated an employee's sexual harassment claim at the Ontario Human Rights Commission.

I further developed my legal research, writing and advocacy skills as a member of the Innocence Project, a Clinical Program at the University of Ottawa that investigates cases of possible wrongful conviction. 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 contribute to your firm as an articling student. I would welcome the opportunity to meet with you at an interview to further discuss my application. Thank you in advance for your time and consideration.

Sincerely,



Joey Article

Specific Practice Area (IP Law)

NATHAN IP STUDENT JONES

9 Autumn Dr., Ottawa, ON, A1A 2B2 • (613) 444.8888 • njones987@uottawa.ca

October 8, 2014

Ms. Sophie Patent
Director of Student and Associate Affairs
IP Solutions Law
160 Market Street
Toronto, Ontario G1T 1C3

Dear Ms. Patent:

Re: Job application for IP Summer Law Student (2015)

This letter is to express my interest in the IP Summer Law Student position at IP Solutions Law. Currently, I am a first year student in the Faculty of Law at the University of Ottawa. The opportunity presented in this listing is very appealing and I believe my technical academic background and experience would make me a competitive candidate for this position.

IP Solutions Law has a renowned reputation as one of Canada's leading law firms in intellectual property. I had the pleasure of speaking with current articling students of IP Solutions Law at the wine-and-cheese event held at the University of Ottawa in September. The event left a very positive impression of the firm on me. I have strong ties to Toronto and would aspire to embark on a career in Canada's largest city with your respected firm.

My previous job at Leesway, a global IT consulting firm, has given me extensive experience in a fast-paced, project-based work environment that exposed me to different industry sectors such as nuclear generation, retail and postal. I worked in teams to help formulate IT-driven solutions to business problems to make the client's operations more effective and profitable. This work experience developed my ability to write functional and technical documentation, as well as advocacy skills through client presentations.

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. This opportunity, along with my previous volunteer experiences, helped me develop extensive interpersonal and organizational capabilities by coordinating student conferences and career-related events.

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

Sincerely,

Nathan IP Jones

Nathan IP Jones

Specific Practice Area (IP Law)

**Toby IP
Parker**

85 Sandy Hill Dr.
Ottawa, ON K1N 6N5
613.558.4796
tparker@uottawa.ca

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

August 1, 2014

Dear Mr. Roy:

RE: 2015 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 2015 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 firm, long standing excellence in IP, and international outlook, an example being the China Group. 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. Given my background in analytical chemistry and chemical synthesis, I hope to develop and grow as a legal practitioner at K&A.

My past experiences speak to my undaunted nature and ability to learn and adapt quickly. For instance, as the 2010 summer day camp coordinator for a non-profit agency, I not only supervised, managed and organized the entire camp from its ESL curriculum and outdoor activities, but also prepared the camp's financial budget, advertised the camp to the media, and acted as a liaison between my supervisor and organizing staff, and camp participants and staff. 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 Fraser Milner Casgrain 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, interest in intellectual property, work ethic, and dynamic character to the work and clients of K&A. I look forward to your reply and welcome the opportunity to meet with you to discuss my qualifications.

Yours sincerely,



Toby IP Parker

Summer Application – General Recruitment

Lola Dolbec

57 Louis Pasteur Street, Ottawa, ONJ6X 9H7

loladolbec@gmail.com

September 1, 2014

Ms. Jenny Lawyer
Borden Ladner Gervais LLP
Scotia Plaza, 40 King Street West
Toronto, ON M5H 3Y4

Dear Ms. Lawyer:

Re: Application for Summer 2015 Employment

Please accept this letter and enclosures as my application for summer employment for 2015 with Borden Ladner Gervais LLP. As a second year student at the University of Ottawa, Faculty of Law, Common Law Section, my law school experience thus far has sparked an interest in several areas of law in which your firm excels. In particular, your labour and employment, matrimonial and entertainment law practices are of great interest to me. I welcome the opportunity to learn more about these fields of law over the course of the summer of 2015.

My work background is unique in its diversity. I have worked as a room attendant at a resort, as a clerk in a clothing warehouse, and as a research assistant on Parliament Hill. These wide-ranging work experiences have taught me how to work in time-pressured environments, the importance of teamwork and the dedication required for one's job. From these, I will bring an open-minded and collaborative effort to your firm's environment, and enthusiasm to any endeavour I undertake.

Additionally, I enjoy being actively involved in my community, which allows me to broaden my interpersonal, analytical, and problem-solving skills. During my first year, I wrote for Inter Pares, our law school newspaper, and this coming year I will be its Editor in Chief. This position involves managing Section Editors, coordinating the production schedule for all four editions, as well as the final editing of all articles submitted for publication. This past summer I was the Orientation Week Coordinator for the Common Law Students' Society, in which I fundraised and planned a week of events for 250 incoming students.

I would be pleased to meet with you to discuss any questions you may have in further detail. Thank you for your consideration of my application, and I hope to hear from you soon.

Yours sincerely,

Lola Dolbec

Lola Dolbec

Summer Application – Cold Call

Sydney Leblanc

#1 -22 Plover St., Ottawa, ON K1Y 3E3 ♦ (613) 222-3333 ♦ sydneyleblanc@yahoo.com

September 8, 2014

Ms. Patty Amendment
Director of Professional Recruitment
Boughton Law Corporation
1200 Waterfront Centre
Vancouver, BC V7X 1T2

Dear Ms. Amendment:

Re: Application for 2015 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, such as yours, 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 and I believe that Boughton's emphasis on personal integrity, quality of work and active involvement in the community would be a great fit for me.

I would bring to your firm a strong academic background combined with practical legal experience. As demonstrated by my academic success in first year, I am able to effectively balance my studies, professional development and extra-curricular interests. Through my work as a research assistant with legal practitioners in the Ottawa community 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. These experiences have been of great benefit to me in my current position as a facilitator in the Career and Professional Development Centre, where I counsel my fellow students on their career choices while gaining a strong understanding of the diverse opportunities available in the legal profession.

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 and thrive in a collegial environment. My experiences in founding *Bomba Magazine* and organizing tours from Japan to Romania were invaluable training for me. Similarly, my work overseas as a high school teacher and summer camp director taught me to adapt 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 and I hope to hear from you.

Sincerely,

Sydney Leblanc
Sydney Leblanc

Summer Application – Previous Contact

CHARLIE HART

7 Bombo Dr. ▪ Ottawa, Ontario ▪ K2L 6C9 ▪ (613) 727-5555 ▪ charliehart@hotmail.com

September 8, 2014

Ms. Laura Professional
Director, Student Programs
Ogilvy Renault LLP
Suite 3800, Royal Bank Plaza South Tower
200 Bay Street, P.O. Box 84
Toronto, ON M5J 2J2

Dear Ms. Professional:

Re: Application for 2015 Summer Student Position

Please accept this letter and enclosures as my application for a summer position with Ogilvy Renault LLP. In speaking with Samantha Litigation, an associate with your Toronto office, I have learned about the opportunities presented by your dynamic business-oriented law firm that offers international legal services and 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. I believe that Ogilvy's client-centred style of practice and commitment to long-term growth, coupled with its collegial atmosphere and a flexible approach to student professional development, would be a great fit for me.

I would bring to your firm a strong academic background combined with practical legal experience. As demonstrated by my academic success in first year, I am able to effectively balance my studies, professional development and extra-curricular interests. Through my work as a research assistant with legal practitioners in the Ottawa community 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. These experiences have been of great benefit to me in my current position as the facilitator of the Career and Professional Development Centre, where I counsel my fellow students on their career choices while gaining a strong understanding of the diverse opportunities available in the legal profession.

Following my conversation with Ms. Litigation, I feel my international experience and entrepreneurial background complement Ogilvy Renault'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 *BombaMagazine* and organizing tours from Japan to Romania were invaluable training for me. Similarly, my work overseas as a teacher and camp director taught me to adapt 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 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 and I hope to hear from you soon.

Sincerely,

Charlie Hart

Charlie Hart

Articling Application – Small Boutique Firm

Kate Hill

123 Doe Road • Ottawa, ON • 1A2 B3C
613.123.4567 • khill123@uottawa.ca

Lola Law
ShibleyRighton LLP
250 University Avenue
Toronto, ON M5H 3E5

June 15, 2014

Dear Ms. Law:

Re: Application for Articling for 2015-2016

Please accept this letter and enclosures as my application for a 2015-2016 articling position with ShibleyRighton LLP. As a third year student at the University of Ottawa, Faculty of Law, Common Law Section, I was extremely fortunate to have the opportunity this past summer to explore my interest in labour and employment law at Mathews, Dinsdale and Clark LLP 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 invaluable experience has reinforced a serious desire to become an advocate and I welcome the new legal challenges ShibleyRighton LLP will present for me. I especially look forward to bringing my experiences with labour and employment law into such areas as municipal law, construction law and real estate: fields in which your firm excels.

During my 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, through which I can broaden my interpersonal and problem-solving skills. This past year, I had the pleasure of serving as the Editor in Chief of *Inter Pares*, our law school newspaper, for which I continue to write. Last summer, I served as the Orientation Week Coordinator for the Common Law Students' Society. In this role, I fundraised and planned a week of events for 250 incoming students. I also anticipate running for an elected position on the Common Law Students' Society executive for the coming school year.

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. These broad work experiences have taught me how to work in time-pressured environments and the importance of teamwork. From these, I will bring an open-minded and collaborative effort to ShibleyRighton LLP, and enthusiasm to any endeavour I undertake.

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, and I hope to hear from you soon.

Sincerely,

Kate Hill

Kate Hill