

HUỲNH THÁI NGỌC

Legal Intern



DEAR

CIRCLE K VIETNAM

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160 Bui Thi Xuan, Pham Ngu Lao Ward,
District 1, Ho Chi Minh City, Vietnam

DEAR HIRING MANAGER AT CIRCLE K VIETNAM,

With continuous development and a commitment to providing high-quality services in the retail industry, Circle K Vietnam has established itself as one of the leading convenience store chains in Vietnam, maintaining excellent operational standards and demonstrating dedication to a diverse customer base, including myself. What attracts me most about Circle K is its professionalism and well-structured, legally compliant franchise model. With the desire to work in such a professional environment, I am applying for the position of Legal Intern at your esteemed company.

I have graduated with a Bachelor of Laws degree from the High-Quality Program and have practical experience at the People's Procuracy and a law firm. During my work, I have performed various tasks relevant to this position, including:

- Drafting and reviewing the legality of contracts, official letters, minutes, and other administrative documents;
- Supporting the research, analysis, and synthesis of legal documents related to business and litigation;
- Handling administrative procedures and assisting lawyers in legal cases;
- Proficient in office computing (MOS Word) (basic computer certificate) and possessing a good English foundation (TOEIC 710), enabling me to easily access international legal documents.
- Additionally, I always pay attention to detail, responsibility, and the ability to work independently as well as in a team.

Particularly, the company's vision of convenience and innovation aligns perfectly with my career development goals in a dynamic and customer-centric environment. I believe that working at Circle K will help me develop my legal expertise while contributing to the company's success. With the above in mind, I kindly request the opportunity for an interview to discuss in detail and demonstrate how I can meet the needs of your esteemed firm. I have attached my personal documents for your reference

I sincerely thank you and look forward to receiving a response from your esteemed company.



HUYNH THAI NGOC

LEGAL INTERN

Career Objective

Apply legal expertise and knowledge to support organizations in achieving strategic goals, ensuring compliance, and minimizing risks, while continuously improving skills to contribute to sustainable development.



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Tan Binh, Ho Chi Minh City

Education

2019-2024

Ho Chi Minh University of Law

Program: High-Quality

Classification: Good

Certification

- TOEIC (2 skills): 710
- English: B1
- MOS
- Basic informatics certificate

Awards

- First Prize, faculty-Level Scientific Research 2022
- First Prize, School-Level Scientific Research Competition, 2022
- Top 15 Eureka Scientific Research, 2022

Work Experience

Ho Chi Minh City People's Procuracy

2/2023 - 4/2024

Position: intern

Draft legal documents and files, organize case files and assist with investigations and litigation. Assist with prosecution-related tasks, attend and write trial reports

Vung Tau Law Firm

6/2024-12/2024

Trainee

Practicing essential skills in the legal profession, supporting, drafting, and reviewing legal documents. Advising and guiding clients on legal procedures related to property purchase and sale contracts. Participating in the research of legal regulations, client files, and proposing solutions. Working with government agencies on the progress of document processing.

Activities

Associated Organ contributor (2019-2023)

Organizing seminars, talks, legal academic competitions, and mock trials

Member of the Executive Committee (2021-2023)

Planning, organizing events, and managing various administrative tasks for the committee.

participated Projects

Talkshow: Study and Exam Methods in University Environments (2022) • Role: Organizer

Scientific Research Day for High-Quality Program Students (2023)

• Role: Organizer

Workshop: Application of Artificial Intelligence (AI) in Administrative Fields (2023)

Role: Drafted academic reports for discussions on specific topics