Michelle Housen

Home Address

3016 NE 96th Street

Vancouver, WA 98665

Phone

Home: (360) 852-8642 98665

Cell: (360) 609-7738

Email

[Housen11@up.edu](mailto:Housen11@up.edu)

[michellehousen23@gmail.com](mailto:michellehousen23@gmail.com)

**Education**

University of Portland August 2007 to December 2011

Major: Political Science

Minor: Psychology

Minor: Communication Studies

**Skills**

Computer

My computer skills are very proficient and sophisticated. I have been using the computer since I was in kindergarten and my ability to perform various tasks on the computer continues to improve. As I am very fluent as far as understanding the language of various computer software’s, I am extremely computer literate. I have mastered the following skills:

Word Document: I am able to perform basically any task on word document. I have grown very accustomed to word and have been very dependent upon it for several years. Since I have used word for most my life on a daily basis, I can easily type 50 WPM error free.

Excel: My ability to utilize excel has become very sophisticated throughout my years as an undergraduate student at the University of Portland. As a student at the University of Portland I relied extensively on excel to complete research projects. [[1]](#footnote-0)

[[2]](#footnote-1)3Mastering excel became a necessite at the University of Portland, as I was required to conduct extensive research projects. Successful completion of these research projects demanded that I utilize excel in the following fashion: analyze, interpret, portray, create, and represent statistical data in numerous ways. As well as transfer data from excel onto PowerPoint, word, or webpage’s. Also I am able to present the same set of satirical data in a variety of ways, some of which portrays the data in different light.

Webpage: A course I completed during my last semester at the University of Portland, Organizational Communications, taught me in precise detail how to develop and create my own web page. This course dedicated the entire semester towards instructing students how to establish their own webpage step by step. The instructor provided in articulate detail how to successful make my own web page.

PowerPoint: I have used PowerPoint numerous times through out my academic career. I have relied heavily on PowerPoint for various presentations that I have conducted throughout the years. I am able to incorporate various forms of satirical data originally created from excel. As well as transfer pictures, statistical information, and/or summarize information from various sources.

Foreign Language: Two Years of Spanish

I have studied two years of intermediate Spanish at the University of Portland. Although I am not fluent, I am capable of translating very basic sentences. I have traveled abroad and during my travels I practiced Spanish with the natives. During various trips to Spain and Mexico I have been given the opportunity to practice the language. I go to Mexico at least a few times a year. I study and practice my Spanish independently by using the Rosetta Stone Tapes. I try to read novels in Spanish in order to advance my ability to interpret and decipherer sentences in Spanish. Although my ability to read and comprehend sentences in Spanish is very remedial, my skills continually grow.

In addition to speaking Spanish, I am also currently learning Japanese. As of now I am learning Japanese independently by using tapes. However, I plan on enrolling in a JPN 101 course this summer at a community college.

Research:

As required for some of my classes I have completed numerous research projects. I have become familiar with the various research methods that some of the most prominent and prestigious scholars utilize when conducting research. A few of my classes were dedicated exclusively towards educating students the appropriate research techniques for various types of research studies such as: designs, methods employed, types of samples utilized, and/or how to represent data extrapolated from a study so as to most accurately reflect the studies population.

**Experiences:**

Within the past few years I have volunteered for various organizations within the city of Portland. I have volunteered for the Metropolitan Family Services. As a volunteer for Metropolitan Family Services I volunteered for Shaver Elementary School and helped over the summer. The summer program focused on helping students who were experiencing difficulties catch up. I have also volunteered for the non-profit organization Girls Inc. While this non-profit organization focuses on a variety of social issues confronting young girls, the program in which I volunteered as a co-facilitator, concentrated on giving elementary aged girls the skills to accurately decipher healthy media messages amongst those which glamorize and encourage self destructive life styles. As a co facilitator I essentially tried to help shed light on the reality behind many of the messages the media presents.

Also I have volunteered for the University of Portland, I assisted in helping the University prepare for the guest speaker Michael Pollen. With other Communication Studies students I came up with a list of interview questions to ask required to conduct extensive research projects.

**Objective:**

I am eager to pursue either a paid or unpaid internship position within a law office. As of now I am actively seeking work related experience within a law firm. After studying pre-law for four and half years I would be ecstatic to assist a lawyer in any capacity of work he or she needs assistance with. I would be thrilled to help as an unpaid intern for as many hours a week as possible. I have been considering law school yet before I make such a major commitment I would like to gain as much experience working within a legal environment. I feel that an internship position or a volunteer position in such an atmosphere would allow me to gain a more accurate understating regarding what a career as a lawyer entails.

Michelle Marriott Housen[[3]](#footnote-2)

3016 NE 96th Street

Vancouver, WA

(360) 852-8642

(360) 609-7738

[housen11@up.edu](mailto:housen11@up.edu)

[michellehousen23@gmail.com](mailto:michellehousen23@gmail.com)

April 23, 2012

To Whom It May Concern:

As a recent graduate of the University of Portland, I am actively searching for a position as either a paid or unpaid intern at a law firm. I would like to work within this type of environment to gain practical knowledge of this field. I was a pre law student and I am considering attending law school someday. However, before I consider making such a grand commitment I would like to gain experience assisting or helping lawyers in anyway I can. After completing many pre law courses I would feel privileged, honored, and thrilled to help assist an attorney in anyway I can.

As a Political Science major, Communication Studies minor, and Psychology minor I have acquired many invaluable skills that would most likely be of great use in helping me succeed in an internship position. Having spent four and half years at a liberal arts university I have been privileged enough to become educated in a multitude of academic disciplines. However, as a pre-law student I completed several courses that provided me with an in depth and intense level of legal knowledge. I received much of my undergraduate education from very eminent Ivy League scholars. Several courses taught me various legal concepts applicable to specific types of cases as well as levels of jurisdiction. Furthermore, I learned the mandatory procedures conducted for legal cases. Additionally, I gained an erudite degree of knowledge regarding the: appellate, district, and Supreme Court. I am aware of the mandatory requirements each case must meet before given consideration at each level.

Having received a minor in Communication Studies I have developed a grand level of aptitude in my writing and research abilities. I have the ability to write in a manner that is precise, lucid, and eloquent. I would consider myself a talented research as I take a methodical approach to all tasks assigned to me. I love research and have a very keen sprit of inquiry regarding legal research.

I am a very hard worker and I love to please my superiors. I am a very diplomatic young women. Both the education and guides I received from professors at the University of Portland has helped my character develop in terms of rectitude, tenacity, probity, and resolute.

I would like to thank you for reviewing my resume and cover letter. I would greatly appreciate it if you considered giving me a position as an internship at your firm. I am confident I have the capacity to excel in a multitude of endeavors and would be extremely happy and grateful to accept any type of internship position your firm would be able to offer me. Again I would like to thank you for looking over my resume and cover letter. After studying pre law courses extensively I would be ecstatic and thrilled to work as an intern for your office. I hope to hear from you in the near future regarding a future prospect.

Regards,

Michelle M. House[[4]](#footnote-3)2

1. [↑](#footnote-ref-0)
2. [↑](#footnote-ref-1)
3. 4 [↑](#footnote-ref-2)
4. 5 [↑](#footnote-ref-3)