

# Olivia Sun

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Shirish Chotalia  
8 Lakeview Ave  
Toronto, ON M6J 3B1

Dear Shirish Chotalia:

I am writing to express my interest in securing a Legal Assistant position. I am an undergraduate student at the University of Toronto, double majoring in Philosophy and Ethics, Society & Law. I have maintained a 3.94 GPA throughout my programs, which are not only very analytical and dense in content, but also highly relevant to law and justice. Thus, this exciting position appears to be a wonderful fit with my professional experience, personal interests, and career goals.

I have always been extremely passionate about human rights and feminist law. When I saw that you were the previous Chairperson of the Human Rights Tribunal of Canada and that you had taken on several gender discrimination cases, I knew this position would suit my interests perfectly. As a prospective law student, I am eager to incorporate myself into the legal field, to which I can apply my experience in a variety of areas.

Throughout my education, I have developed excellent reading and writing skills. For a year and a half, I worked as a research assistant for Professor Cassie Brownell at the Ontario Institute for Studies in Education in which I was constantly reading academic work to create annotated bibliographies and literature reviews. I also became very proficient in online computer skills such as transcriptions and website design. Furthermore, my experience in UofT's Munk One program provided me with a deeper understanding of hardships that underrepresented groups go through. I participated in two research projects: one that focused on vocational training education for female refugees and another about learning loss for long-stay patients at SickKids hospital. Interviewing and collaborating with these vulnerable populations showed me how to balance professionalism and compassion.

Being a research assistant and a member of Munk One has been extremely rewarding and productive. However, it is through this Legal Assistant position that my strengths and future goals truly coincide. I strongly believe that working under your guidance will teach me how to apply my aptitude for reading, writing, and communication to the legal profession.

I am readily available via email or phone in order to arrange an interview and have attached my resume as per your request. I hope to use my passion for justice and my professional experience to meaningfully contribute and learn as a Legal Assistant. Thank you for your consideration and I look forward to hearing from you at your convenience.

Sincerely,

Olivia Sun