

Millie Shaw

2530 East North Street • Unit 9 E Greenville, SC 29615 • (864) 838-6584 •

millieemmasshaw@live.co.uk

Dear Hiring Manager:

I am writing to express my keen interest in the Paralegal position at your organisation. With my educational background in law, experience in various legal settings, and a genuine passion for legal work, I believe I would be a valuable addition to your team.

I am U.K. Citizen. I am currently in the process of returning home to Yorkshire to continue my legal career. I acquired my A-levels while attending Greenhead College in Huddersfield, England. However, my post-secondary education has been primarily in the United States.

I obtained my Juris Doctorate from Michigan State University College of Law. As a law student, I developed a strong foundation in legal principles and was able to hone my analytical and research skills.

As an Attorney at King Law Offices, I gained practical experience in transactional law, family law, civil law, and criminal law. King Law Offices is a law firm with currently 19 offices located in the U.S.A. In my role at King Law, I have worked closely with clients, conducted consultations, and provided clients with legal advice. I am very familiar with drafting wills, general power of attorney, health care power of attorney, contracts, and trusts. I am also familiar with case management systems like Clio and E-file, which have enhanced my efficiency and organisation in handling legal matters.

Additionally, my experience as a Live Help Agent at Michigan Legal Help enabled me to assist self-represented litigants in various civil proceedings. I adeptly identified legal problems, conducted legal research, and provided accurate and reliable legal information.

Furthermore, my time as a Law Clerk at the Charleston County Public Defender's Office exposed me to trial preparation, discovery review, and legal research. I collaborated with attorneys in preparing trials, researching legal issues, and drafting memos. I also engaged in mitigation assignments, collecting crucial information for plea preparations.

My proficiency in technology, including case management systems and legal research tools, coupled with my excellent IT skills in Word, Excel, and Outlook, will enable me to seamlessly integrate into your team and efficiently carry out administrative tasks. Moreover, my effective administrative skills, including accurate and efficient time recording, will contribute to the smooth progression of client matters.

While most of my legal experience is primarily from the U.S., I believe that the core skills I have acquired will make me a great asset to your team. Throughout my experiences, I have consistently demonstrated a commitment to excellent client care and a genuine enthusiasm for legal work. Therefore, I am excited about this opportunity and I am confident that my skills, education, and passion make me a suitable candidate for the Paralegal position. Thank you for considering my application.

Sincerely,

Millie Shaw

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EDUCATION

Michigan State University College of Law

Juris Doctorate

East Lansing, MI

May 2022

- GPA: 3.3.
- Jurisprudence Achievement Award.
- Dean's List (Spring 2021 Semester).

Limestone College

Bachelor of Arts degree: History major, Criminal Justice minor, *Summa Cum Laude*.

Gaffney, SC

May 2019

- GPA: 4.0.
- Outstanding Academic Achievement Award, 2016-2019.
- Scholar All American Women's Soccer, 2017-2019.
- Elite 23 Award (highest cumulative GPA in Conference Carolina, Women's Soccer). 2018-2019.
- Dean's list/ presidential honor roll.

CERTIFICATIONS/LICENSES

- Admitted to practice law in the state of South Carolina, May 15th 2023.

EXPERIENCE

King Law Offices

Attorney

Forest City, NC/ Gaffney, SC

May 2023 – Present

Law Clerk (Previous Position)

August 2022 – May 2023

- Conducted consultations with clients regarding their legal issues.
- Worked within the following practice areas: Transactional law, Family law, Civil law, and Criminal law.
- Worked within technology platforms including Clio, Faster law, and E-file.
- Reviewed, interpreted and analyzed contracts, wills, trusts, and other legal documents.
- Drafted opinion letters to clients.
- Identified legal issues and provided legal opinions.
- Investigated claims by reviewing discovery (affidavits, bodycam, contracts), speaking with witnesses, opposing parties/counsel.
- Conducted legal research.
- Drafted motions, complaints, legal briefs, demand letters, legal memorandums.
- Collaborated with paralegals, and partner/associate attorneys.

Michigan Legal Help

Live Help Agent

Michigan

May 2021 – July 2021

- Engaged in live online chats with self-represented litigants using the LivePerson format.
- Analyzed and identify litigants' legal problems.
- Researched and provided legal information to self-represented litigants in an array of civil proceedings.
- Worked with supervising legal aid attorneys to advocate for certain litigants to receive legal aid/representation.

Charleston County Public Defender's Office

Law Clerk

Charleston, SC

Summer, 2020

- Trial preparation: helped supervising attorney prepare for trial by assisting in investigation, discovery review and researching legal issues.
- Researched and wrote memos for supervising attorneys.
- Reviewed discovery in multiple cases.
- Mitigation assignment: helped an attorney prepare a plea by gathering mitigating information from the client and family members.