

# **GVR LAW**

## **About the Job**

GVR Law is boutique law firm looking for a Legal Assistant to be part of a family oriented and collaborative team working to assist clients with resolution of their family law matters.

## **Responsibilities & Duties**

- Knowledge and understanding of BC Supreme Court Rules, court practices and procedures and filing deadlines
- Familiarity with Pleadings and documents (e.g., Notices of Family Claim, Counterclaims, Affidavits, Financial Statements, Applications, Orders and Discovery Demands) and assisting senior staff and lawyers as needed
- Collaborate with clients and opposing counsel for the collection, review and production of documents
- Organize exhibits, documents, evidence, briefs and appendices for review and trial preparation
- File documents with applicable courts (electronic filing where applicable)
- Manage a bring-forward system for trial and court deadlines
- Scheduling appointments and managing calendars
- Assist with opening and closing files

## **Qualifications**

- Computer skills – MS Office Suite, PC Law and DivorceMate
- Organized and attentive to detail
- Mature, responsible and reliable
- Excellent oral and written communication skills
- Ability to multi-task and manage multiple deadlines
- Strong initiative
- Excellent judgement and the ability to exercise discretion when dealing with confidential and sensitive matters

## **Experience**

- Legal assistant: 2 years (preferred)

GVR Law “Legal Assistant in Surrey, British Columbia, Canada | Indeed.” Ca.indeed.com, 22 Mar. 2023, <https://ca.indeed.com/q-law-firm-l-surrey,-bc-jobs.html?vjk=37afef116c458ba6>. Accessed 16 Apr. 2023.

1866 Main Mall  
Vancouver, BC V6T 1Z1

April 16, 2023

GVR Law  
5460 152 St #201, Surrey, BC V3S 5J9

Subject: Legal Assistant Position Application

To Whom It May Concern:

Your posting for the Legal Assistant position indicated requirements that match my background and skill sets required for this job. I have also provided my resume for your review.

I am a passionate candidate for a Bachelor of Arts in Political Science, with a minor in Law and Society, anticipated to graduate in the Spring of 2024 at the University of British Columbia. Ultimately, I am excited to begin a career in the field through this internship and leverage strategic thinking and research skills preceding graduation.

With almost 4 years of experience with Aritzia, deepening my breadth and depth of understanding for the company's values and principles – between positions as a Style and Service Advisor in stores, to a Concierge Associate in office, to my current role in the Store Management Department – I have developed strong collaborative skills by working with and leading a team of like-minded individuals with an optimal balance of business and people relations at a micro and macro level. Partaking in greater responsibilities including hiring and retaining quality talent, understanding and working on employee schedules in accordance to business objectives, and ultimately executing the hands-on demands of the business makes me a qualifying candidate for this position.

I believe that my dedicated balance between my education and career with prevailing experience in client relations can provide dependability, commitment and excellent results that this position demands. I am certain that this internship would provide me with the meaningful experience and enhanced skill set for my future endeavours in Law.

Thank you for your consideration.

Kind Regards,  
Gabiella Generoso

# Gabriella Generoso

1866 Main Mall, Vancouver, BC

Phone: 111-222-3333

Email: ggener@student.ubc.ca

## Objective

To secure an internship position in a dynamic law firm in order to leverage academic achievements, analytical skills, and passion for law to gain practical experience and contribute to the firm's success.

## Education

**University of British Columbia**, Vancouver, BC

*September 2020-Present*

Bachelor of Arts in Political Science, Minor in Law and Society

Anticipated Graduation: 2024

GPA: 3.5

## Work Experience

**Aritzia**, Surrey, BC

September 2019 - January 2022

### *Service Advisor*

Resolve customer service opportunities and register sales, complete orders to client's home or for in-store pick-up, and process return and exchange transactions. Greater responsibilities include cash handling and deposits, weekly audits of client orders and store supplies, and team management.

**Aritzia**, Surrey, BC

January 2022 - Present

### *Floor Manager*

Developed collaboration, adaptation, and leadership skills through an optimal balance between sales management, business and people relations at a micro and macro level. Operated the store and achieved business goals, built client relationships, hired and retained employees, and managed schedules.

## Memberships

**University of British Columbia**, Vancouver, BC

*September 2021-Present*

Pre-Law Society

Law and Society

## References

Available upon request

1866 Main Mall  
Vancouver, BC V6T 1Z1

April 16, 2023

Sumiko Handforth  
611 Alexander St #118  
Vancouver, BC V6A 1E1

Dear Sumiko Handforth,

I am writing to you as I am applying to GVR Law as a Legal Assistant, and I am requesting that you curate a reference letter regarding my position as a Service Advisor and Floor Manager at Aritzia.

With almost 5 years of experience with Aritzia, deepening my breadth and depth of understanding for the company's values and principles, I have had the privilege of working with you as my District Manager. With your unwavering support and credible insight, I have had the most rewarding time with Aritzia. I have developed strong collaborative skills by working with and leading a team of like-minded individuals with an optimal balance of business and people relations at a micro and macro level. As such, I have gained the ability to effectively lead a large group of people, in addition to running successful sales and business management. I greatly appreciate the opportunities you have given me to grow within Aritzia.

Thank you for your time and consideration. Please do not hesitate to contact me with any questions or additional information required to provide more insight.

Kind regards,

Gabriella Generoso

1866 Main Mall  
Vancouver, BC V6T 1Z1

April 16, 2023

Robert Farkasch  
1866 Main Mall  
Vancouver, BC V6T 1Z1

Dear Robert Farkasch,

I am writing to you as I am applying to GVR Law as a Legal Assistant, and I am requesting that you curate a reference letter regarding my academic performance in POLI376: International Law.

I am a passionate candidate for a Bachelor of Arts in Political Science, with a minor in Law and Society, anticipating to begin Law school in the Fall of 2024. As this course's professor, your excellent execution of POLI376: International Law deepened my appreciation for both Political Science and Law. Particularly, the Mock Trials held throughout the course, simulating the Nuremberg Trials in 1946 solidified my passion for this field as I successfully led the Prosecution team of Karl Dönitz against a strong Defense team and Tribunal. With your dedicated support and insightful lectures, I was able to uphold an 'A' average throughout this class, with an excellent performance in the Mock Trials. As such, I have strengthened my analytical skills, public-speaking, and debate strategies. I sincerely appreciate the opportunities you have provided me in order to grow academically.

Thank you for your time and consideration. Please do not hesitate to contact me with any questions or additional information required to provide more insight.

Kind regards,

Gabriella Generoso

1866 Main Mall  
Vancouver, BC V6T 1Z1

April 16, 2023

Christine Bagara  
1866 Main Mall  
Vancouver, BC V6T 1Z1

Dear Christine,

I am writing to you as I am applying to GVR Law as a Legal Assistant, and I am requesting that you curate a reference letter regarding my commitment and participation in UBC's Law and Society club.

I am a passionate candidate for a Bachelor of Arts in Political Science, with a minor in Law and Society, anticipating to begin Law school in the Fall of 2024. As the Events Coordinator of UBC's Law and Society, you have overseen my attendance and participation through the course of my membership since 2021. Through your guidance and support in events such as, "Women in Law", "Law and Society Career Night", and several meetings with UBC alumni lawyers, I have been able to engage in networking and connections. With a long term commitment with the club and overall minor, I have built meaningful experiences and an enhanced skill set for my future. I sincerely appreciate the opportunities you have provided me in order to grow academically.

Thank you for your time and consideration. Please do not hesitate to contact me with any questions or additional information required to provide more insight.

Kind regards,  
Gabiella Generoso