

# Application Package

By:  
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UBC Student

December 19th, 2019

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## Legal Assistant



Holness Law Group Professional Law Corporation - Vancouver, BC

Apply Now



**Holness Law Group is an established Plaintiff Personal Injury law firm in Vancouver. We are seeking a Full-Time Legal Assistant to join our busy and progressive team. Must be extremely reliable, a team player and professional.**

**Supervision:** General direction and instruction. Expected to work independently under lawyers and senior support staff direction.

### Major responsibilities:

- Preliminary drafting of correspondence and follow up on Accident Benefits.
- Client File Reviews and Client Claims follow-up.
- New client file opening and closing as directed.
- Follow up letters to third parties and maintaining reminder system.
- With assistance of Litigation Receptionist, oversee incoming and outgoing mail
- Scan and attach document to client files.
- Drafting List of Special Damages.
- Requesting Reports and Records.
- Assist senior support staff.
- Reception relief.
- Attend to schedule Independent Medical Examinations (IME) for clients.

Extended Health, Dental and Vision coverage and Life Insurance Benefits after 3 months.

Job Type: Full-time

Experience:

- legal assistant: 1 year (Preferred)

MLA citation:

“Legal Assistant - Vancouver, BC.” Indeed.com, 12 Dec. 2019, <https://ca.indeed.com/viewjob?cmp=Holness-Law-Group-Professional-Law-Corporation&t=Legal+Assistant&jk=e392b37dd6b58e50&q=holness+law&vjs=3>.

Connor Runnalls  
3952 W22nd Ave.  
Vancouver, B.C., V6S1K1

December 12, 2019

Holness Law Group  
507-808 Nelson St.  
Vancouver, B.C., V6Z2H2

Dear Holness Law Group,

I am writing the firm to express my interest in the position of legal assistant at your firm, as listed on [ca.indeed.com](#). I am currently a 5th year UBC psychology undergraduate student graduating in April, 2020 and planning to attend law school in September 2021. In the time leading up to my admission to Law School, I am looking to gain a year of full-time work experience in a legal setting to begin learning the business.

It should be noted that based on the experience section in my *Résumé* attached below, I have little to no experience in a law setting. With that said, what I lack in experience I make up for in my ability to learn quickly and attention to detail. Over the three years spent with Lululemon, I have developed a strong ability to multitask in high-pressure situations and learn on the fly. Furthermore, during my time in a storefront setting, I was tasked with resolving guest issues ranging from product issues to interpersonal conflict.

Lululemon also stressed the importance of “being your own entrepreneur” which to the company meant being able to take basic instruction from leads or managers and being able to expand on this instruction independently or working independently as necessary without instruction. This allowed for my development of identifying what needs to be done and accomplishing it without any form of reminder or direction from management.

My strengths in an office setting revolving around my attention to detail and strong writing abilities. My provincial exams in high school reflect an overall score in the '90s, while classes focused on writing in university have been my strongest courses reflecting similar scores in the 80's and 90's. This ability should fit well with the responsibility of drafting correspondence, and the follow-up letters as outlined by the job posting.

As a future lawyer, I am eager to begin learning and developing the basic skills required in a legal setting, though, I understand that for this position there may be a slight learning curve to overcome through training. With that said, I am certain my ability to work hard, pay attention to fine detail, and desire to learn will not only mitigate those learning

curves but allow me to excel in the position as I cultivate my path towards a legal career.

If this skill set, in addition to a positive team player, is of interest for addition to the Holness Law Group, please call at 250-863-1794 during standard business hours, or email at [connor.runnalls@gmail.com](mailto:connor.runnalls@gmail.com)

I look forward to further correspondence with your firm.

Sincerely,

A handwritten signature in cursive script, appearing to read "C. Runnalls".

Connor Runnalls

CONNOR RUNNALLS  
3952 W 22nd Ave  
Vancouver B.C., V6S1K1  
2508631694

## OBJECTIVE

First experience working for a law firm during a year of full time work experience, before entering law school.

## EXPERIENCE

### **EDUCATOR, LULULEMON — 2017-2019**

- Worked at three stores: W 4th Avenue (Vancouver), Robson St. (Vancouver), Bernard Avenue (Kelowna)
- Create meaningful connections and guest experience
- Educate on produce details
- Trusted for me attention to detail, leadership, training on product knowledge and working in a high volume store
- Developed communication skills within a large staff

### **CAMP LEADER, UBC BASEBALL — 2019**

- Lead kids aged 7-13 in skill development
- Manage and organized games/drills
- Ensured player safety
- CPR certification

## EDUCATION

Edmonds College, Edmonds Wa. — Associate of Arts 2015-2017

University of British Columbia, Vancouver B.C. - Arts Psychology, 2017-2020

**VOLUNTEER WORK**  
**SPECIAL ASSISTANT TO THE PRESIDENT OKANAGAN HUMANE SOCIETY**  
**2018 - PRESENT**

- Transportation of animals
- Set up and take down of events
- Aiding and managing the Instagram page

**PERSONAL**  
**AWARDS**

- Captain of the Junior Varsity UBC baseball team 2019-2020
- Grade 6 Royal Conservatory

**SKILLS**

- Bilingual English-French
- Strong interpersonal abilities,
- Leadership
- Loyal
- Dedicated

**REFERENCES**

References available upon request

To: Dewi Peters  
From: Connor Runnalls  
Date: December 9th, 2019  
Subject: Request for reference

Dear Dewi Peters,

I hope all is well with you, Dr. Lars, and all of the adventures you two are experiencing in this new chapter of your life. Currently, I am in the beginning stages of applying for position openings as a legal receptionist or assistant. As you and I have discussed extensively, the legal world is without question my desired outcome in life, and I am excited to be able to take this first step in my transition from student to the legal workforce.

Legal receptionists, secretaries, and assistants provide introductions to the drafting and previewing of legal documents, the scheduling and organization required from a lawyer, and a preview of the fast pace setting that lawyers immerse themselves in. I intend to carry out this job for a year as I study for my LSAT's and gain full-time work experience before entering law school. This job ultimately serves as an excellent introduction of sorts for what to expect for a career in law.

Given my experience of working for you and the role you had in my development as an educator and contributing member of the Kelowna Community, it would be greatly appreciated if you would be willing to provide a positive reference. In this reference if you would please consider speaking to my leadership (especially with training my fellow Nulus and education provided to the team on the APL shoes), my drive to work, and my ability to work well with others. Please let me know if you would be willing to provide a reference, and if you have any further questions on the matter. As always, I can be reached either through my email [connor.runnalls@gmail.com](mailto:connor.runnalls@gmail.com) or my phone number 250-863-1794. For further reference with information pertaining to the positions I will be applying for, attached is a link to a prospective opportunity, as well as an updated resume.

Thank you so much for all of your time and consideration. My best wishes to you and Lars, and I look forward to hearing from you soon.

Sincerely,



Connor Runnalls



To: John Embry  
From: Connor Runnalls  
Date: December 9th, 2019  
Subject: Request for Reference

Dear Mr. Embry,

I hope that all is well with you and your family. I certainly missed seeing you this summer, but I am already looking forward to making it back out to see you this upcoming year.

The reason I am writing to you today is with the request for an updated letter of reference. I am currently applying for positions as a legal assistant or legal receptionist to get my foot in the door of the legal world. As a legal assistant, I will be drafting correspondence letters, reviewing client files, as well as other administrative tasks. This job will require close attention to detail and strong interpersonal skills while exposing me to the basics of law.

I am very excited about this position as it will be the first step in my law career. I intend to maintain a position as a legal assistant full time for the next year to gain full-time work experience going into law school. Beyond this year, I expect that I will be carrying out similar jobs/internships throughout summers of work while in school until finally passing the bar. Please feel free to speak to any skills you see fit for this reference, I trust your judgement in the areas that you feel are of note with regards to my character and drive.

I would be extremely grateful if you would be willing and able to write a letter of recommendation to help get my career started as we have spoken so often about during our visits. If you have any further questions or comments regarding the letter of reference, please don't hesitate to ask.

Thank you so much for all your time and consideration, Mr. Embry. I look forward to hearing from you soon and seeing you again in the summer.

Sincerely,



Connor Runnalls

To: Carleana Lesyk  
From: Connor Runnalls  
Date: December 9th, 2019  
Subject: Request for Reference

Dear Carleana Lesyk,

I hope all is well for you and the staff at the Robson store. I have certainly been missing being around the store and can't begin to describe how grateful I am for the opportunity you gave me by bringing me to your store. I am writing this letter for the purpose of requesting a letter of reference from you personally. Currently, I am in the process of beginning the application process for a variety of job openings as a legal receptionist or a legal assistant.

I am reaching an exciting point in my life in which I am graduating from my undergraduate degree and can commence my transition to more career-focused jobs to supplement my path through Law school. In this upcoming year, I will be taking a work year between my undergraduate program and Law school with the purpose of gaining full-time work experience, and studying for the LSATs. The opportunity presented by working as a legal receptionist or assistant is first and foremost, getting my foot in the door of the law world. Furthermore, I will be exposed to drafting and previewing legal documents, coordinating meetings, and court dates for lawyers and their clients, all while being exposed to the daily life of a lawyer.

It would be of great significance if you would be willing to provide a letter of reference for my application process. You and the Robson team were crucial to my development in working in a high paced environment while being able to multi-task and not becoming overwhelmed by guest or job demands. If you would be willing to speak to this development, as well as my ability to work well with the large staff at Robson, it would be greatly appreciated. Please let me know if you are able and willing to provide a letter of reference that I may include in my application process. If you have any further questions, please don't hesitate to email me at [connor.runnalls@gmail.com](mailto:connor.runnalls@gmail.com) or contact me by phone at 250-863-1794.

Thank you so much for your time and consideration. I look forward to hearing from you soon and I hope to see you around the Robson store soon.

Sincerely,



Connor Runnalls