

Justin Man
1707 Centinela Avenue.
Santa Monica, California, 90404 United States
(310)-849-2145
justin.man97@gmail.com

December 8th, 2018
(714)-287-0290
N, 550 Continental Blvd.
El Segundo, California 90245

Dear Ms. Stacey Mitch,

As a young and motivated individual, I have taken great interest in submitting an application as a freelance multi-media journalist for Spectrum.

I am currently a student at the University of British Columbia in Vancouver, British Columbia, Canada. I will be earning my Bachelor's Degree in Arts as a Sociology major in 2019. I have a rich interest in commercial real estate and would be honored to work for a reputable company like Spectrum

In the summers of 2016 and 2017, I worked as an Law Clerk Intern for criminal defense attorney Joel C. Koury in Santa Monica, California. My responsibilities in this role included transcribing witness statements and testimonies, organizing evidence files and crime scene photos, and interacting with defendants and client families.

In the summer of 2018, I worked as an assistant for real estate agent Michael Ma in Santa Monica, California. My responsibilities in this role included formulating abstracts for lease agreements between landlords and tenants, scouting and observing different commercial spaces that were vacant and ready for rent, and creating spreadsheets containing a yearly financial breakdown for the tenants of the lease.

With regard to my ability to meet certain tasks of this job:

- **Computer Skills:** Sociology student and Law Clerk Internship. Experienced in computer organizational programs (*Microsoft Office, Google Office, and Adobe Acrobat*).
- **Transcribing:** Law Clerk Intern for attorney Joel C. Koury. Assigned to transcribe and condense statements and testimonies of witnesses of specific court cases.
- **Researching:** Sociology major at the University of British Columbia. Many courses involving multiple academic papers involving outside research.

I am well aware that Spectrum is a popular network to work under. I understand that you will receive a large number of applications for this role. An opportunity to work for a company with a creative and progressive reputation has always been a passion of mine. I believe that my commitment, motivation, and skill-set will benefit me fitting into your work environment. I would greatly appreciate an opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thank you in advanced for you time,

Justin Man