Tameka Bazile

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2601 Farragut Road apt. 4B, Brooklyn, New York 11210
Phone: (718) 859-5996 🞍 Mobile: (347) 633-2549 🞍 E-Mail: tameka.bazile@pace.edu

June 20, 2012

Mr./Ms. Employer First and Last Name, Job Title

Organization Name

Street Address or PO Box #

City, State, Zip Code

Dear Mr./Ms. Last Name or Hiring Manager:

After meeting with my career counselor and researching various internships and internship sites, I came across the \_\_\_\_\_\_\_\_\_\_\_\_ internship and proceeded to learn more about it through your website. I am immensely interested in applying for the \_\_\_\_\_\_\_\_ position currently being offered by your law firm. Currently, I am a sophomore at Pace University-Pleasantville studying Criminal Justice, Creative Writing and Women and Gender Studies. I know my passion for learning and studying law practices; specifically family and divorce law, and my knowledge and experience with the two make me a remarkable candidate for this position.

This position with your firm is of great interest to me. During the school year, I am employed with Pace University’s Undergraduate office where I am expected to uphold a plethora of responsibilities and duties and to adequately and wholesomely reflect our student body population. This position as office aid has given me the opportunity to practice various leadership, organizational, and communicative skills. As part of my obligations both in this internship and my employment, I utilize my management and leadership skills by successfully filing and organizing important documents and practicing integrity and confidentiality in regards to the information that I handle. I also practice important communicative and interpersonal skills by politely and personally answering and handling any questions parents and students may inquire. One of the biggest demands of my office position is the possession of deep knowledge into the university, what each department or sector does or even what goes in on the surrounding town of Pleasantville. Because I am a highly motivated, intelligent and task-oriented individual, all of my work has been successful and have allowed me to grow and learn professionally in the workplace.

I would welcome the opportunity to discuss the \_\_\_ position with you as well as how my qualifications can benefit your firm. I can be reached via phone at (347) 633-2549 or email at Tameka.bazile@pace.edu.

Thank you for your time and consideration.

Sincerely,

Tameka Bazile

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