

**COVER LETTER AND
RESUME OF
EMMA MMOLAWA**

APPLICATION FOR A VACANCY

To whom it may concern,

Re: Candidate Attorney

I am interested in applying for a position as a candidate attorney and in joining your team.

I have recently completed my Bachelor of Laws (LLB) degree with 6 distinctions from the University of South Africa. I am a self-motivated, self-confident, and enthusiastic young lady who is success driven. I believe that experience and knowledge of all aspects of commercial academic and social world coupled with willingness to learn and sense of remaining open minded to new information and perspective, are the ingredients for the successful achievements of goals and aspiration.

I hope that my application will be taken into consideration and feel free to contact me or any of my references for further information.

Please find my complete attached curriculum vitae.

Yours faithfully,

Emma Mmolawa

Professional Profile

I am self-motivated enthusiastic young lady who is success driven in the legal field and a committed LLB graduate with a genuine interest and understanding of criminal law and litigation.

Core Skills

- Oral/Written Communication
- Analytical and research skills
- Time management
- Teamwork
- Problem-solving
- Use of technology
- Loyal
- Hard working

Education

2011-2013

[Matriculated](#) / Tulip Combined School

Matric Academic Certificate – NSC Diploma

2018-2019

[Higher Certificate in Law](#) / University of South Africa

2020-2023

[Bachelor of Laws \(LLB\)](#) / University of South Africa

Modules passed with distinction:

- ❖ Introduction to Criminology: Crime, Offenders and Criminal Behaviour

- ❖ Law of Evidence
- ❖ Legal Research Methodology
- ❖ Law of Contract
- ❖ Techniques in Trial and Litigation
- ❖ Professional Ethics

Goals

- ❖ To do my work to the best of my abilities

- ❖ To further my career (study)

I have the ability to learn new concepts. Eagerness is one of my steppingstones to success. If am given the opportunity, I can prove myself to be successful. With hard work as my cornerstone, I feel I can prove my testimony of my abilities, adding devotion and dedication. Teamwork gets it done and excellence makes it better.

References Details

- ❖ Former High School Principal: Mrs. N. Nyandeni
Contact Number: 011 760 1178

- ❖ University Student Advisor: Mr. De Beer Mabunda
Contact Number: 012 441 5513
Fax: 086 419 6761
E-mail: mabundb@unisa.ac.za

- ❖ Friend: Mr. Thuso Tshenkeng
Contact Number: 079 415 1061

- ❖ Friend: Ms. Mamello Malepa
Contact Number: 060 391 7174