

CHERILEE NAIDOO
079 903 5157
naidoocherilee@gmail.com

COVER LETTER

My name is Cherilee Naidoo, I am 22 years old, I am currently an LLB year 4 student at Varsity College Durban North. I am writing to express my keen interest in the Candidate Attorney position for the years 2025 or 2026. I am an enthusiastic and self-motivated individual who easily adapts to new environments. Due to an inclination to receive constructive criticism and learn from any mistakes made I have come to be quick learner capable of working both independently and alongside a team. I possess good oral and written skills which I have developed during moot court practice at Varsity.

I undertook the academic avenue of the law because i have a keen interest for the nature of the profession in that I have always enjoyed reading, writing, researching, critical thinking and analytical endeavours, the latter of which profoundly correspond to the nature and dynamics of the legal profession. My passion is thereby anchored in community engagement activities through my non-profit organization called Women Care Association. My objective for this association is to assist young ladies on educating them on human rights and legal justice. Many of these women are faced daily with sexual abuse, violence, and discrimination due to them living in poverty-stricken areas in Chatsworth.

I take cognizance of the fact that I am a final year student with minimal practical experience in the legal arena, but I confidently believe that I can add value to the firm by assisting my principal with tasks aligned with the practical skills I have developed thus far while simultaneously consolidating and expanding on my practical skill set and thereby making a meaningful contribution towards the business of the firm. Thank you in advance for considering my application. I am ecstatic about the possibility of joining your esteemed firm and contributing to its continued success, and excited to be able to learn as much as possible from everyone at the firm. I look forward to the opportunity for an interview to discuss any further considerations and answer any questions.

Sincerely

Cherilee Naidoo

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Personal details

Name: Cherilee
Surname: Naidoo
Nationality: South African
Gender: Female

Cellular number: 079 903 5157

E-mail address: naidoocherilee@gmail.com

Education

High School

School: Montarena Secondary School
Qualification: Obtained bachelor's Matric pass

Tertiary Education

Institution: Varsity College Durban North
Course: Bachelor of Laws (LLB)
Current year: Year 4

Skills

Transferability Skills:

Computer skills and research skills

- MS Word
- MS Excel
- MS Power point
- Internet: Legal Research
- E-mail
- Integrated Tertiary system.

Communication skills

- **Verbal Skills:** I can communicate well with different people on the phone and face-to-face in a working environment and the tertiary level has enabled me to acquire this skill.
- **Writing skills:** Writing memorandums and letters in a working environment and assignments in at tertiary environment have enabled me to obtain this skill.
- **Interpersonal skills:** my ability to speak, write, and present myself fluently and immaculately has enabled me to have good interpersonal relations with different people.
- **Leadership Skills:** I am currently a member of a non-profit organization called Women Care Association.

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WORK EXPERIENCE:

Administrative Assistant

Chris lee Trading

Duration: (2019-2023)

Contact number: 072 111 5688

Responsibilities

- Develop and maintain a filing system and document control. Answer and direct phone calls, scheduling appointments.
- Maintain meeting minutes, basic bookkeeping, and handle requests for information.

Member of a non-profit organization: Women Care Association

Duration: Since 2021

Contact number: 082 0515 786

Responsibilities

- Planning and arranging fundraising activities such as food drives, and sanitary drives to the local community and surrounding government schools.
- Educate young individuals on their basic human rights to empower young females.

My attributes:

My hard-working, organized, dependable, public speaking, sociable, open, diligent, organized, and highly motivated qualities are attributes of my ability to associate well with people of different cultures, beliefs, and personalities.