

ANTHONY DIBENEDETTO

(347)247-7753

anthony.dibenedetto@aol.com

EDUCATION

New York City College of Technology, CUNY
300 Jay Street, Brooklyn, New York 11201
Major: Legal Assistant Studies (ABA approved)
Bachelor of Science Degree June 2012- (expected 2016)

WORK EXPERIENCE

Law Offices of Elena K. Makau, Brooklyn, New York Sep 2014- Dec 2014
Paralegal Intern

- Filed legal documents in the appropriate Court.
- Assisted attorney in Court and in the office.
- Observed multiple client interviews.

Theresa's Place, Brooklyn, New York Sep 2013- Jan 2014
Counter Clerk

- Maintained and stocked all designated section areas.
- Performed various food handling activities.
- Processed transactions from the cash register, returning the change and returns.
- Delivered food to customers.
- Maintained a clean and hygienic environment in the kitchen, storage and serving area.
- Frequently answered the phone and took orders.
- Made coffee and cleaned coffeepots.
- Prepared the food items as ordered by the clients quickly.

OTHER WORK EXPERIENCE

Congressman Michael Grimm Campaign Worker 2013-present

- Handed out re-election pamphlets to people walking by
- Went door-to-door obtaining signatures to try to get Michael Grimm on election ballot.

New York City Board of Elections Election Night Reporter 2012- present

- Transferred election information from flash drive to computer using NYCBOE software.
- Worked in a group quickly and efficiently.

COMPUTER SKILLS

- Proficient in Microsoft Word
- Proficient in Microsoft PowerPoint
- Proficient in Microsoft Publisher
- Knows some Microsoft Excel

November 6, 2014

Cover Letter

Anthony DiBenedetto
Brooklyn, New York 11228

The Law Offices of Spar & Bernstein, P.C.
225 Broadway Fl 5, New York, NY 10007

Dear Law Offices of Spar & Bernstein,

I am writing to apply for the position of Personal Injury Paralegal in your law firm. I am currently working towards an ABA-approved Bachelor of Science in Legal Assistant Studies at New York City College of Technology. I believe my experience as a counter-clerk, Michael Grimm campaign volunteer and paralegal intern makes me an ideal candidate for this position. In each of these work experiences, I interacted with customers and NYC voters and was able to develop and improve my communication skills.

I am comfortable performing a wide range of job duties such as (but not limited to) research, drafting, reviewing, filing legal documents, and clerical work. My knowledge of personal injury and my ability to work in a fast paced environment are strengths of mine that I believe will make me a great candidate for this job. I am a self-motivated, problem solving worker who will get things done in a timely fashion. I am great with clients and treat them with the utter most respect. I believe that my education and internship have helped me develop my skills and create new ones. The development of my skills will continue throughout my professional career. I am eager to contribute my enthusiasm and skills to help you in any way possible. When it comes to technology, I am proficient. I use Microsoft Word and PowerPoint very well and am currently learning Microsoft Excel. I am excellent using the web and really enjoy doing research.

My three years at New York City College of Technology have given me a solid foundation and provided me with the knowledge that makes me qualified for this job. My main goal is to improve as much as I can and to gain valuable knowledge so that I can have a successful career and I believe that by getting this job I can achieve that goal. My enclosed resume outlines further details of my greatest accomplishments. I'd be happy to provide greater detail about my skills and experience during an interview. Thank you for your time and consideration.

Sincerely,

Anthony DiBenedetto