

216 ROCKAWAY AVE
BROOKLYN N.Y. 11233

February 14, 2014
The Organization
Miller and Miller Esq.

Dear Mr. Miller

I would like to explore the possibilities of being part of your company as a paralegal I am currently an intern for a law firm and in an ABA-approved program at my college. I have enclosed my resume for the above address for information about my employment background

To learn important information so it can help me and this firm in future references. Do my best to assist the company in the best way possible. Also, my math and team building skills can play a role in the law area. I have also followed up on many of your cases with interest.

If you are in need with a person with my qualifications and ambition for hard working I hope for one day we can meet talk more about your firm. Please contact me at anytime to set up an interview.

Sincerely,

Emmanuel Adeniyi

(347)-440-8198

Enclosure

Oluwatoyosi Emmanuel Adeniyi

216 Rockaway Ave. apt 3R Brooklyn, NY 11233

(347)-440-8198

emmanueladeniyi4@gmail.com

Education

New York City College Of Technology

Enrolled in July Of 2012-Present

Major in Paralegal Studies.

ABA-Approved

Experience

Education Reform Now-Non Profit Organizations

Summer 2014-Present

A canvasser in which me and a team of people go out and speak with a targeted group of individuals to raise the awareness of new free high performing schools being opened up in the neighbor from Pre-Kindergarten-12th grade.

Winter 2014-Present

Law Office of Ade Oseni

Intern at the law office of Ade Oseni, located downtown Brooklyn as a paralegal.

Helping the lawyer in any way possible, draft papers, file cases, attend court trials hearings, and also meet with clients. Discuss many legal actions and researched cases. Answer calls and communicate with several of clients and lawyers.

Fall 2012-Spring 2013

New York City Parks Department

I worked for the parks department in Brooklyn, NY.

I was located at Manhattan Beach in which we clean and restored the beach back to how it originally looks from when hurricane sandy completely destroyed it. I also clean different parks that are located in the area that has been tampered by the hurricane and maintain it for everyday civilians that go to the parks and the beach. I lifted heavy debris, picked all litter and dog feces that has been placed in parks, racked tons loads of leaves, clean the public bathroom about 4 times a day, and painted fences, walls, benches and removed any graffiti that was inside the park. Move heavy duty equipment to different stations in our district to put each park back to its original stable condition from hurricane sandy.

Leadership and Activities

Fall 2012

Learning/Tutor center

Work Study-Help assist my supervisor with tasks given at hand and sign students in and out the learning center and assist the students with textbooks and accessories for their work. Volunteered to stay extra time to draft papers for supervisor and hand them out throughout the school

Special skills

Team Building Skills

Customer Service Relations

Outstanding Math Skills

Excellent Communication Skills

Computer Skills