

MEMO

To: Jason Ellis

From: Niasia Rivera

Date: February 18, 2015

Subject: job application research (Trust & Estates Paralegal at Lease & Labau in.)

Executive Summary: With research on monster.com I've found a job listing of a position as a Trust & Estates paralegal. Though I do not have the required level of degree and necessary years of experience in the field. This is a position I wish to possess in the near future. With receiving my degree and gaining experience in the field I will be fully prepared for this position.

Job listing: Job Summary

Company

Lease & LaBau

Location

New York City, NY 10177

Industries

Legal Services

Job Type

Full Time

Employee

Years of Experience

7+ to 10 Years

Career Level

Experienced (Non-Manager)

Salary

120,000.00 - 125,000.00 \$ /year

Trust and Estates Paralegal

Description of position: Lease & Labau is interested in hiring a Trust & Estates paralegal with 7+ years experience in trust & estate administration. Person hired will be responsible for preparing inventories, value assets, income tax returns and gift returns. Perform trust and estates accounting, planning and administration for large and complex estates. They will also be responsible for producing detailed spreadsheets using Microsoft excel and correspondence and draft, edit, and revise legal documents related to estate administration.

My Preparedness: As of yet I am not fully prepared for this position but it is a position I wish to possess in the near future. Though I have been current taking studies in the paralegal field I do not have the required degree nor do I have experience in the field. To prepare myself for this position I will continue on with my education to receive my bachelor's degree. I will also once earned my associates degree try to work in the field as a intern or employee to obtain the necessary years of experience to become qualified for positions such as this one. With continuing my education and gaining necessary experience I will then be fully prepared for the job.