# KAINAT AHMAD

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## SEPTEMBER 13, 2022

## Sintons Law

## RE: Paralegal – Real Estate

## Dear Hiring Manager

I have been following Sintons Law for years now. When I saw your opening for a Paralegal - Real Estate, I knew that this was my chance to join a great company. I'm confident that, with my industry knowledge and experience, I can be a strong member of your team.

I am a hard-working recent university graduate (2.2 honors, LLB) from the University of London. During the course of my academic year, I also managed to accrue nearly 2 years of work experience. I had the privilege of working at the Pirzada Law company and CKR- ZIA where I learned valuable professional skills such as case management and legal research. Apart from this, the interactions with legal experts gave me an insight as to how the professional side could be bridged with the theoretical side of learning. I believe that I have good communication skills that help me build persuasive arguments that connect the evidence and facts in a way that can satisfy the other person and change their opinion. I have a knack for constructive arguments and I bring a series of listening, understanding, and responding to any conversation. I believe that listening is an important element of persuading anyone. In both my academic and professional life; I have been consistently praised as detail-oriented by my professors and peers.

I offer well-developed skills in investigations, and legal research and compose real estate contracts with advanced abilities in writing and research. As a talented researcher, I'm able to unearth facts to assist in case development, while ensuring total regulatory adherence. I work diligently to improve information accessibility, prevent missed deadlines and uphold office compliance standards.

You may notice a gap in my employment while reviewing my resume. During this period, I elected to take a leave from the workforce in order to go back to school. The time that I was able to commit to my education has been invaluable to my professional growth, and I am eager to re-enter the professional sphere and apply my newfound qualifications and knowledge to the job.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at +92-321-6341843 or via email at kainatahmad@icloud.com to arrange a convenient meeting time.

Sincerely,

Kainat Ahmad