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| **Nadine Kittle** | Belfast, Northern Ireland ▪ 07760 312417  [nkittle01@qub.ac.uk](mailto:nkittle01@qub.ac.uk) ▪ |

Dear Hiring Manager at Bryce Wallace:

Throughout my career, I have leveraged a collaborative work style alongside the ability to convey complex information and build consensus with key stakeholders. I have shown resilience following a serious road traffic collision whilst working in the PSNI. Rather than give up, I used this as an opportunity to gain a new career. I have worked throughout my degree to support myself and my children, presenting all coursework before the designated date and time. Currently, I am self-employed as a Court Process Service Summons Server to finance my university studies. I have developed industry-specific competencies that I can immediately apply, including project management, legal compliance, document management, and court skills/procedures. I have now commenced voluntary legal assistance with Victims Support NI in their new initiative providing legal advice to victims of rape.

A small selection of my key projects and accomplishments include:

* Played an integral role in managing and endorsing real summons by comparing them with statements.
* Reduced potential hazards and guaranteed contractual conformity by adhering to set protocols.
* Interacted with legal firms and ensured compliance with detainee's right to obtain legal counsel.
* Set time for arrests and interviews under the PACE.
* Testified in Crown and Magistrates courts, including providing evidence under cross-examination.
* Worked throughout my undergraduate and postgraduate degrees to build a new, rewarding legal career by financing my education.
* Showed diligence throughout my career and degree to obtain the career goal of a solicitor.

I look forward to meeting with you to discuss this position in detail. Should you need further information, I am available by phone or email at your convenience.

Sincerely,

Nadine Kittle