**HANNAH HILSON**

**LAW STUDENT (LLB)**

**079 519 7277 (CELL)**

[**hhilson97@gmail.com**](mailto:hhilson97@gmail.com)

Dear Rubensteins Attorneys,

Re: Candidate Attorney Position 2021.

I am currently in my final year of my LLB degree with a minor in Economics at Stellenbosch University. I consider myself an approachable, engaging and participative person who is very capable of handling a heavy workload. Furthermore, I thrive under pressure and I always welcome a challenge.

I participated in vacation work during the July holidays of 2018 & 2019. I acquired some practical legal knowledge and experience such as drafting documents, going to court and working on their legal practice software, called GhostPractice. I also spent a few days dealing with commercial matters such as debt collection.

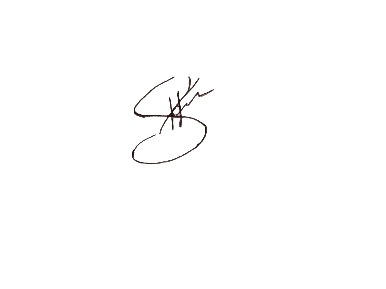
I believe that participating in the vacation programme at Rubensteins Attorneys will provide a wonderful opportunity to gain further insight into the practical aspects of a career in law as your law firm offers a vast variety of services that would be a privilege to learn from. Furthermore, it will allow me to develop my legal skills. I am a fast learner and will always present work of top quality and to the best of my abilities.

From a young age, I participated in swimming and dancing where I was taught the importance of teamwork. As both can also be an individual activity, I learnt how to work independently and to be self-reliant. Furthermore, since dancing requires perfection and complete synchronization in a routine, I learnt dedication, commitment, and self-motivation. Perfecting a routine takes many long hours and in doing so, I learnt how to manage my time effectively and efficiently. As a dancer, I participated in many shows and competitions, some of which were on very short notice, whereby I learnt to be adaptable and always “race-ready.”

I am a well-balanced person as I have several interests outside of my studies, such as exploring the outdoors, community service, socializing and reading, whilst still being able to prioritize my studies. I am organised, enthusiastic and I have strong interpersonal skills. I consider myself a worthy applicant to participate in the vacation programme at Rubensteins Attorneys as I am extremely hardworking, motivated and eager to learn.

Thank you for your time and consideration of my application.

Yours faithfully.



**PERSONAL INFORMATION**

Surname : Hilson

First Names : Hannah Marié

Residential Area : Stellenbosch

Date of birth : 11 June 1997

Languages Spoken : English & Afrikaans

Marital Status : Single

Dependants : 0

Reliable Transport : Yes

Valid Driver’s license : Code B

Employment Equity : White Female

Nationality : RSA

Criminal Record : No

**EDUCATION & QUALIFICATIONS**

* Currently a final year LLB student at the University of Stellenbosch
  + - Economics 144 – Distinction & Dean’s Merit List
    - Creative writing – Distinction
    - Economics 244 – Distinction & Dean’s Merit List
    - Mercantile Law 312 (Insolvency Law) – Distinction & Dean’s Merit List
    - Mercantile Law 311 (Labour Law) – Distinction & Dean’s Merit List
    - Constitutional Law 312 - Distinction
* NSC Certificate [Monument High School 2015]
  + - Accounting – Distinction
    - Business Studies – Distinction
    - Geography – Distinction
    - Life Orientation – Distinction
* AVSEC Training – Lanseria Airport

**SCHOOL ACHIEVEMENTS & EXTRAMURAL ACTIVITIES**

* Swimming
  + CGA gold medallist
* Honours Awards
  + Academics
  + Culture
* Modern, Hip Hop, Ballet & Tap dance
  + Group winners in National Eisteddfod dance competition
  + Finalists in Dance to Las Vegas Competition
  + Participated in Roodepoort and Alberton dance festivals [2006 – 2014]
  + Participated in the AIDT yearly exams for dancers [2006 – 2014]
* Volunteered at the Cradle of Hope Women’s Home

**UNIVERSITY TIMELINE**

* Part of the SLSJ Society
* Volunteered at Kayamandi Primary School [Cultural Diversity Programme]
* Completed vacation work at Smith Van Der Watt Attorneys during the June/ July holidays of 2018 & 2019

**SKILLS AND COMPETENCIES**

|  |  |
| --- | --- |
| * Basic drafting skills * Teamwork * Time management skills * Organisational skills * Attention to detail * Strong interpersonal skills * Problem-solving skills * Written & oral communication * Commercial awareness * Research & Analysis | * Responsible & Trustworthy * Ethical * Results orientated * Honest * Drive & Endurance |

**IT SKILLS**

* MS Office
* Basic understanding of GhostPractice

**WORK EXPERIENCE**

**Spotlight Agency [Promoter]**

1. - date)

* My job as a promotor is to be sociable, approachable, committed and enthusiastic about every job I do.
* I mostly participate in brand activations and promoting brands on sport days such as the Super Rugby.

**Smith Van der Watt Attorneys [Vacation work]**

(June 2018)

1. July 2019 – 5 July 2019)

* During my week of vacation work, I went to the Kagiso Magistrate’s Court where I delivered files to the clerk for the issuing of case numbers.
* I attended some criminal and civil court cases in the Krugersdorp Magistrate’s Court.
* I attended a meeting at the High Court whereby the practical issues that the court faces daily were discussed.
* I was invited to sit in on a meeting with the Krugersdorp Municipality, while the Attorney’s explained the judgement granted against the Municipality and what the court requires of them proceeding forward.
* I was asked to draft various requests for default judgement as well as letters to the Sheriff for the service of combined summonses.
* I learnt how to open new matters, write fees and invoices on their legal software called Ghostpractice, phoned for jurisdiction and was involved in the filing of cases.

**Kayamandi Primary School [Volunteer]**

(August – November 2017)

* My task of this project was to help increase the knowledge of different cultures amongst the school children attending Kayamandi Primary School.
* I learnt how to deal with different types of cultures and had to find a different way to communicate with each individual as English was not their first language.

**JR Promotions [Promoter]**

(July 2015 – January 2016)

* My general duty as a promoter was to be enthusiastic, sociable and approachable to the general public as well as to the clients we were working for.
* I predominantly worked at golf days and other major events such as brand launches.
* This promotion company associated itself with integrity and class. As a promoter, I learnt how to understand and interact with various kinds of different personalities.

**The Diner [Waitress]**

(2015)

* My general duty was to waiter tables.
* This job further built on my social skills as well as how to organise and manage my time as I was employed as a waitress whilst still attending school.

**Lanseria International Airport [Passenger Liaison Assistant**]

(15/12/2014 – 03/01/2015)

* My general job duty was to help at the information desk and to assist the elderly to the gates of the aeroplanes.
* This job taught me social skills, as I had to communicate with a vast range of diverse people.
* The job required me to be at the airport at 2 am in the morning which taught me commitment, time management as well as organisational skills as the hours were long and I had to ensure that my affairs were in order before leaving for work.

**Action Ford Krugersdorp [Assist in cycling races]**

(Cycle races during 2014 and 2015)

* The general duty of this work was to assist cyclists by providing them with water at different watering stations.
* This job taught me team management and team-building skills as well as developing my social skills.

**Cradle of Hope [Crèche Assistant]**

(2014 ­- Part-time during school holidays & some weekday afternoons)

* The general duty of being a volunteer at the Cradle of Hope required me to assist with the crèche in the afternoons.
* This job taught me patience and appreciation for life.

**SUPPORTING DOCUMENTS**