

# SYDNY KOKOTT

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Rubensteins Attorneys  
For attention: Human Resource Department

Dear Recruitment Manager

## APPLICATION FOR CANDIDATE ATTORNEY POSITION

I would appreciate the opportunity of being considered for the above position and have enclosed my detailed curriculum vitae herewith for your perusal.

From my enclosed curriculum vitae, you will note that I am in my final year of a Bachelor of Laws degree at Stellenbosch University. During the course of my studies at Stellenbosch University, I have shown particular strength in the areas of procedural law, labour law and international law. My strength lies in writing intensive modules – specifically my writing and language skills which have been refined as a result of the guidance received as part of English Studies – an additional module completed during my degree.

While studying, I held various employment positions and participated in numerous extracurricular activities. Holding the position of treasurer of the United Nations Association of South Africa Stellenbosch Chapter honed my administrative, planning and organisational skills and impressed the importance of good time management upon me. In addition, my involvement as a member of the executive committee of this society highlights my leadership skills. I believe in making a difference in South Africa through a hands-on approach and my participation in philanthropic activities over the years has instilled in me the value of being a team player. I am a well-rounded applicant as opposed to a purely academic one and I believe that the skills I have acquired from part-time employment, holding leadership positions on committees and community involvement will allow me to be an asset to your firm.

While I appreciate the highly competitive demands of this position, I am confident that I have acquired sufficient educational background and transferable skills to excel at and exceed the requirements for a successful career as a candidate attorney. I am certain that your firm's consistent focus on excellence will assist me in reaching my full potential as a candidate attorney.

Thank you in advance for your consideration of my application. I would appreciate the opportunity to discuss my qualifications for the candidate attorney position with you. If you would like any additional information, please do not hesitate to contact me.

Kind regards,

**Sydney Kokott (Ms)**



## SYDNY KOKOTT

Bachelor of Laws | Stellenbosch University

**Address:** 46 Merriman Square, Stellenbosch, 7600, Western Cape

**Contact Number:** +27 (0) 71 116 0447

**Email:** sydneyrae.kokott@gmail.com

**ID Number:** 941019 0359 08 5

**Driver's licence:** Code B – own vehicle

**Language proficiency:** Afrikaans & English

**Availability:** January 2018

### PROFILE

I am a self-motivated, diligent, and enthusiastic LLB student who is passionate about law and about making a difference in South Africa. I possess strong organisational skills and clear verbal and written communication skills combined with solid knowledge of practical legal concepts. I utilise a logical approach to analyse problems and determine key issues in order to find the best available solution. In addition, I am a fast learner who will excel in all assigned tasks.

### EDUCATION

2017 (expected)	Stellenbosch University	<b>Bachelor of Laws   LLB</b> with English Studies (additional)
2012	Tyger Valley College, Pretoria	<b>Grade 12   National Senior Certificate</b> IEB curriculum with exemption and 5 distinctions

### SKILLS

Attention to detail	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Thinking critically and analytically	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Legal Research (finding case law from Databases; finding information using legal journals and legal handbooks)	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Excellent time management	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Able to work under pressure	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Able to analyse and organise large amounts of complex material	■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Comparing theories and arguments and reaching a conclusion based on evidence	■ ■ ■ ■ ■ ■ ■ ■ ■ ■

## PROFESSIONAL DEVELOPMENT

### Von Lieres Cooper Barlow & Hangone

Intern

June/ July 2016 (VAC work)

#### Key responsibilities:

- Performed administrative duties under the supervision of candidate attorneys which included the filing of documents prior to court proceedings at the Western Cape High Court, Cape Town and Master's Office.
- Attended various court cases to gain a practical understanding of civil court processes (including taxation and contractual disputes).

### Asara Wine Estate and Hotel

Hostess and Waitress

August 2015 - December 2016

#### Key Responsibilities:

- Coordinated bookings and management of telephonic requests – requiring clear and effective communication and excellent telephone etiquette.
- Time management - serving patrons at corporate functions and weddings involved superb organisation skills, attention to detail and flexibility.
- In-house skills development included training in fine dining etiquette, wine and gin.

### Department of Justice | Wynberg Magistrate's Court

Intern

June / July 2015 (VAC work)

#### Key Responsibilities:

- Performed administrative duties under the supervision of District Court Prosecutor, Ms Cailin Peek which included verifying clients' details relating to identification prior to the court proceedings.
- Attended various court cases to gain a practical understanding of criminal court processes including that of prosecuting an accused person on behalf of the State, leading evidence by State witnesses and cross-examination of witnesses for the accused.

### Bushman's Bar & Grill

Waitress

2013 – 2014 (during holidays)

#### Key Responsibilities:

- Serving patrons enabled me to develop the following skills -
  - time management - managing a table section in a fast-paced restaurant required quick thinking, efficient planning and strong people skills;
  - meeting and exceeding sales targets - improving profits by upselling food and beverage items to patrons;
  - problem solving and conflict management - alleviated customer disputes through effective communication, listening, good judgment and negotiation;
  - flexibility - working overtime when needed.

## UNIVERSITY PARTICIPATION

<b>2017</b>	<ul style="list-style-type: none"> <li>• Constitutional Law Moot Court Participant</li> </ul>
<b>2016</b>	<ul style="list-style-type: none"> <li>• JSE University Investment Challenge Participant</li> <li>• United Nations Association of South Africa Stellenbosch Chapter Vlottenburg Project Coordinator</li> <li>• United Nations Association of South Africa Stellenbosch Chapter/ Vlottenburg Primary School Liaison</li> </ul>
<b>2015</b>	<ul style="list-style-type: none"> <li>• Parliamentary Youth Dialogue for the United Nations Sustainable Development Goals Participant</li> <li>• SU Leads (Stellenbosch University Leadership Conference) Participant</li> <li>• United Nations Association of South Africa Stellenbosch Chapter Treasurer</li> <li>• United Nations Association of South Africa Stellenbosch Chapter Lynedoch Project Coordinator</li> <li>• United Nations Association of South Africa Stellenbosch Chapter / AIESEC Stellenbosch Liaison</li> <li>• United Nations Association of South Africa Stellenbosch Chapter / AIESEC Youth to Business Coordinator</li> </ul>
<b>2014</b>	<ul style="list-style-type: none"> <li>• Roman Law Moot Court Participant</li> <li>• SU Leads (Stellenbosch University Leadership Conference) Participant</li> <li>• United Nations Association of South Africa Stellenbosch Chapter Treasurer</li> </ul>
<b>2013</b>	<ul style="list-style-type: none"> <li>• Huis Ten Bosch Residence               <ul style="list-style-type: none"> <li>– Community Service Committee Member</li> <li>– Cultural Committee Member</li> <li>– Stellenbosch University Inter-Residence Female U/21 Soccer Tournament Participant</li> </ul> </li> </ul>

## COMMUNITY SERVICE INVOLVEMENT

<b>2016</b>	<ul style="list-style-type: none"> <li>• United Nations Association of South Africa Stellenbosch Chapter Vlottenburg Project Coordinator</li> </ul>
<b>2015</b>	<ul style="list-style-type: none"> <li>• Action 2015 Youth Day “No Child Labour” Programme Facilitator in Kayamandi, Stellenbosch</li> <li>• United Nations Association of South Africa Stellenbosch Chapter Lynedoch Project Coordinator</li> <li>• Participated in the planning of a Media Hub at Kayamandi Primary School</li> <li>• Volunteer for the United Nations Association of South Africa Stellenbosch Chapter Reading Project at the Kayamandi Legacy Centre</li> </ul>
<b>2014</b>	<ul style="list-style-type: none"> <li>• Volunteer for the United Nations Association of South Africa Stellenbosch Chapter Reading Project at the Kayamandi Legacy Centre</li> </ul>
<b>2013</b>	<ul style="list-style-type: none"> <li>• Community Service Committee Member at Huis Ten Bosch Residence</li> <li>• Participated in Huis Ten Bosch art and netball teaching sessions at Cloetesville Primary School, Stellenbosch</li> <li>• Victoria Cluster Community Interaction Initiative Participant</li> </ul>
<b>2011 – 2012</b>	<ul style="list-style-type: none"> <li>• Volunteer at the Paul Jung Nickel Home, Pretoria</li> </ul>

2012	<ul style="list-style-type: none"><li>Lethabong Container Pre-school Project (Pretoria) Facilitator</li></ul>
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## COMPUTER LITERACY

Level	Description		
1	Had appropriate training only		
2	Limited practical experience		
3	Extensive practical experience		
Summary		Skill	Proficiency (3)
<u>MS Office:</u>		- MS Word	3
		- MS Excel	3
		- MS Outlook	3
		- MS PowerPoint	3
<u>Research</u>		- Jutastat	2
		- LexisNexis	3
<u>Other:</u>		- Internet	3

## REFERENCES

Ms C Hough Louw	Stellenbosch University - Strategic Legal Writing / Writing Skills 171 Coordinator	+27 (0) 21 808 3516
Mrs C Cooper	Von Lieres, Cooper, Barlow & Hangone - Partner	+27 (0) 21 422 1870
Mrs M Pietersen	Matie Community Service – Programme Manager	+27 (0) 21 808 3643
Mr S Taylor	Asara Wine Estate and Hotel – Manager & Sommelier	+27 (0) 83 451 1775

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