

ANDRE NORTJE

861103 5221 080

Address: 207 Griselda Road

Murrayfield

Pretoria, 0184

Mobile: 082 552 0804

Email: drenortje@gmail.com

Date: 12 March 2013

Dear Sir/Madam

<p>APPLICATION FOR ARTICLES OF CLERKSHIP</p>

I, André Nortjé, hereby would like to introduce myself as a viable candidate for Articles of Clerkship with your firm. I am currently serving my Articles of Clerkship at Jaco Roos Incorporated in Pretoria, and have been since 1 October 2012.

I am now searching for a new position in Cape Town or surrounding areas as I want to relocate for personal reasons. I wish to cede the remainder of my articles to your firm. I am therefore applying for a position as a candidate attorney at your firm.

Jaco Roos Inc. is a small firm, specializing in civil and commercial litigation, contractual law and the administration of estates. I have in the past couple of months gained substantial experience in the processes of the Magistrate's and the High Court. I have gained experience in the drafting of summons, affidavits and various other court documents as well as the drafting of agreements and letters of demand. I have learned the processes of the Courts, the Master of the High Court and the sheriff's departments.

The subject of Law has always held a certain fascination. The possibility to have a fulfilling career in Law was only realised during my BSc Microbiology studies. It is from that realization that I have never again hesitated about my choice to pursue a career in Law, applying multiple aspects of the Law as a compass to my life. It is my belief that I will be an asset to your firm, as I possess multiple characteristics which enable me to be a well rounded individual, whilst striving towards the best outcome in every situation. I am motivated,

enthusiastic, ambitious and performance driven. I work effectively individually as well as in a team.

Various fields of the Law intrigue me, fuelling my drive to further enhance the knowledge and skill on all facets of the Law. I have, however, in the past couple of months as a clerk experienced corporate law to be very stimulating to my personality.

As a participant in competitive sports throughout my life, I have always maintained high levels of energy, passion and resilience. By applying the principles of sport to my every day life, I have learned the virtue of patience, concentration and maintaining focus in order to achieve the desired results in any task that is undertaken.

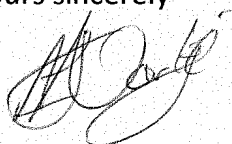
I believe that a balanced lifestyle, sustained with good humour, is the foundation for a successful, happy individual. My search for logical and insightful solutions to problems, accompanied by strong moral values, assist me in the prompt and accurate execution of my tasks.

During July 2012, I completed an introductory certificate course in Trial Advocacy at the UP, presented by the Pretoria Bar Association and UP Faculty of Law. This has helped me develop practical problem solving, communication and good people skills.

I am finishing my final three subjects of my LLB degree in this year, but I will be studying after hours through UNISA, while working full-time. My degree will however be issued by the University of Pretoria.

The prospect of being able to learn and develop my skills under the guidance of your firm is enticing. Yet what sets me apart from other candidates is that I do not only view this as a learning curve, but as a platform where I can contribute positively to your firm. I want to grow and become part of your journey toward success.

Yours sincerely

A handwritten signature in black ink, appearing to read 'André Nortjé', written in a cursive style.

André Nortjé

CURRICULUM VITAE

PERSONAL INFORMATION

Surname	:	Nortjé
Full Name	:	André Izak
Gender	:	Male
ID	:	861103 5221 080
Date of Birth	:	1986-11-03 (current age: 26)
Nationality	:	South African
Residential Address/	:	207 Griselda Road, Murrayfield,
Postal Address	:	Pretoria, 0184
Marital Status	:	Not married
Criminal Offences	:	None
Health	:	Excellent
Driver's Licence	:	Code B - Own Vehicle
Language Proficiency	:	Afrikaans / English (Fully Bilingual)
Cell Phone Number	:	082 552 0804
Email address	:	<u>drenortje@gmail.com</u>

TERTIARY EDUCATION

University of Pretoria (2006 – Present)

- LLB (2009 – Present). Currently in my final year of my LLB degree.
- BSc Microbiology II (2007, 2008)

SECONDARY EDUCATION

Hoërskool Die Wilgers (Pretoria) 2004, 2005

Grade 11 - 12 (2004 and 2005)

- **Senior Certificate (Full Matriculation Exemption) 2005**
 - Afrikaans (1st Language) HG

- English (2nd Language) HG
- Mathematics HG
- Biology HG
- Business Economics HG
- Physical Science HG

Damelin Online School and South Africa Tennis Performance Centre

Grade 9 - 10 (2002 and 2003)

- Full-time at the SA Tennis Performance Centre (TUKS)
- Damelin curriculum
- Concentrated on tennis, playing national as well as international ITF tournaments, whilst being top of my class in academics.
- Academic Best Achiever Grade 10 and nominated for the Damelin Sports Academy school representative.

Hoërskool Menlopark (Pretoria) 2001

Grade 8 (2001)

- ATKV Silver medal for Afrikaans literature
- 2nd Round Natural Science Expo
- Under 15 (A) Tennis
- Menlopark Tennis Academy

PRIMARY EDUCATION

Laerskool Skuilkrans (Pretoria) 1994 - 2000

Grade 1 – 7 (1994 – 2000)

- Prefect (2000)
- 1st team tennis (1998, 1999, 2000)
- Gauteng North Tennis
- 1200m athletics

EXPERIENCE

JACO ROOS INC. – Candidate Attorney (Oct 2012 – Current)

- Drafting of various Court documents
- Applications, Summons, Contracts, Accounts, Letters of Demand
- Accompanying advocates to opposed and unopposed civil matters and taking of notes during proceedings
- Attending consultations
- Filing of court documents

Skills acquired - Drafting legal documents

- Communication skills
- Conflict management
- Accurate taking and execution of instructions
- Prioritizing and time management
- Organizational skills

POWDERMIX (Pty) Ltd – Holiday work

- Deliveries and pick-ups
- Order placements, recipe calculations

Skills acquired - MS Office Excel and Word experience

- Communication skills

(Various other part-time jobs)

SELECTED ACHIEVEMENTS

- Tennis:
 - TUKS 1st team (2010), TUKS 2nd team(2012)
 - Local club (Murrayfield) champion 2010 and 2011
 - School 1st Team captain (2004 and 2005)
 - Under 15 age group Tennis champion in HS Menlopark (2006)
 - Gauteng-North Provincial tennis squad (1998-2003)
 - ITF Tennis tour: Malawi, Zimbabwe, Zambia (2003)
 - South African Tennis Association(SATA) junior member (1998 – 2004)
- Completed the Mountain Bike Nissan Trailseeker Gauteng series in 2011 and 2012 and the Trans-Baviaans MTB race in 2011.
- Participated in the 2011 BSG Energade triathlon series
- Completed a number of 10km runs, as well as a few half – marathons.
- Represented HS Die Wilgers at the Inter-High schools athletics in the 3000m run in 2004 and 2005.
- ATKV project – 2001: Afrikaans (Grade 8) silver medal.

INTERESTS and EXTRA-MURAL ACTIVITIES

- I am an active person and get most of my exercise from playing tennis and cycling.
- Other interests include jogging, trail running, swimming, chess, table tennis, golf, reading (fiction and non-fiction), and hiking, canoeing and wakeboarding.
- I have completed a couple of triathlons and duathlons.
- I played bass guitar in church youth band (2005 – 2007).

COMMUNITY

- Outreach to Thuto Ke Leside Crèche with TUKS Law House (2012)
- Assisted with building a jungle gym at Victory House Children's home in Pretoria (2010)
- Outreach to Zonderwater rehabilitation Centre (2004)

TECHNICAL SKILLS

Computer literate:

- Office (Excel, Word, Outlook and PowerPoint)
- Lexpro Litigation software
- Windeed searches

LANGUAGE PROFICIENCY

Afrikaans and English

SUPPORTING DOCUMENTS ATTACHED

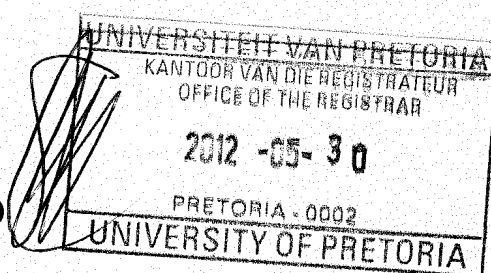
- ID and Drivers Licence
- Testimonial, University of Pretoria
- Academic transcript, University of Pretoria
- Matric Certificate, Department of Higher Education
- Trial Advocacy Certificate
- Testimonial, Hoërskool Die Wilgers

CV updated 2013.03.11



STUDENT NUMBER 26151546
SURNAME Nortjé
FIRST NAMES André Izak
DATE OF BIRTH 1986-11-03
TYPE OF EXEMPTION Matriculation Exemption

DATE ISSUED 2012-05-30



000050814

OFFICIAL ACADEMIC RECORD

2006 (Full-time)		Program: BSc		Plan: Microbiology	
In partial fulfilment of the requirements for Bachelor of Science					
Course offering	Course description	Credits	%	Results	
BME 120	Biometry 120	16	51	Pass	
BOT 161	Plant biology 161	8	61	Pass	
CIL 111	Computer literacy 111	4	75	Pass with distinction	
CIL 121	Information literacy 121	4	54	Pass	
CMY 117	General chemistry 117	16	50	Pass	
EOT 110	Academic literacy (1) 110	6	950	Exemption exam passed	
EOT 120	Academic literacy (2) 120	6	950	Exemption exam passed	
FIL 155	Science and world views 155	6	66	Pass	
MBY 161	Introduction to microbiology 161	8	60	Pass	
MGW 112	People and their environment 112	6	53	Pass	
MTL 181	Medical terminology 181	12	68	Pass	
PHY 131	General physics 131	16	51	Pass	
WTW 134	Mathematics 134	16	50	Pass	

Weighted average % for term: 52.34 Cumulative Weighted Average: 52.34

OUTCOME: Permitted to proceed

2007 (Full-time)		Program: BSc		Plan: Microbiology	
In partial fulfilment of the requirements for Bachelor of Science					
Course offering	Course description		Credits	%	Results
GTS 161	Introductory genetics 161		8	50	Pass
MLB 111	Molecular and cell biology 111		16	59	Pass

Weighted average % for term: 38.67 Cumulative Weighted Average: 44.82

2008 (Full-time)		Program: BSc		Plan: Microbiology	
In partial fulfilment of the requirements for Bachelor of Science					
Course offering	Course description		Credits	%	Results
BCM 253	Introduction to proteins and enzymes 253		9	50	Pass

for REGISTRAR

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GRADING/GRADING VALUES

SLAAG/PASS

A plus = 90 - 100%
A = 80 - 89%
A minus = 75 - 79%
B plus = 65 - 74%
B = 55 - 64%
B minus = 50 - 54%

DRUIP/FAIL

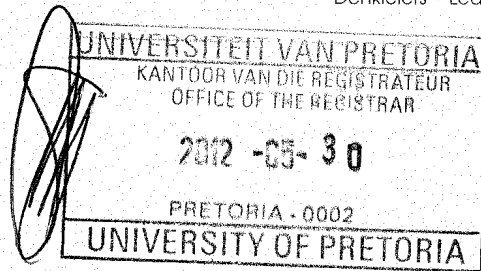
C Plus = 45 - 49%
C = 40 - 44%
D = 0 - 39%

Universiteit van Pretoria
University of Pretoria
Pretoria 0002
E-pos/Email: csc@up.ac.za
Tel: 012 420 3111
Faks/Fax: 012 420 4555



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2008 (Full-time)		Program: BSc		Plan: Microbiology	
In partial fulfilment of the requirements for Bachelor of Science					
Course offering	Course description		Credits	%	Results

Transfer credits within UP

BCM 254	Prac:Intr to prot &enzymes 254	3	991	Exempt: Passed at UP
BCM 256	Prac:Carbohydrate metabol 256	3	991	Exempt: Passed at UP
BCM 264	Prac:Lipid & nitrog metabo 264	3	991	Exempt: Passed at UP

Weighted average % for term:

38.53

Cumulative Weighted Average:

44.11

2009 (Full-time)		Program: LLB		Plan: Law	
In partial fulfilment of the requirements for Bachelor of Laws					
Course offering	Course description		Credits	%	Results

EOT 163	Legal discourse 163	6	67	Pass
ERF 221	Law of succession 221	10	55	Pass
HVR 120	Historical foundations of South African private law 120	10	65	Pass
HVR 151	Historical Foundations of SA Private Law 151	5	52	Pass
HVR 152	Historical foundations of South African private Law 152	5	73	Pass
IDR 110	Introduction to law 110	10	54	Pass
IDR 120	Introduction to law 120	10	57	Pass
PSR 110	Law of persons 110	10	50	Pass
RVD 110	Legal skills 110	10	68	Pass
RVD 120	Legal skills 120	10	64	Pass
SLK 110	Psychology 110	12	54	Pass
SLK 120	Psychology 120	12	57	Pass

Transfer credits within UP

CIL 111	Computer literacy 111	4	991	Exempt: Passed at UP
CIL 121	Information literacy 121	4	991	Exempt: Passed at UP

Weighted average % for term:

49.16

Cumulative Weighted Average:

45.43

OUTCOME: Permitted to proceed

for REGISTRAR

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GRADING/GRADING VALUES

SLAAG/PASS

A plus	=	90	-	100%
A	=	80	-	89%
A minus	=	75	-	79%
B plus	=	65	-	74%
B	=	55	-	64%
B minus	=	50	-	54%

DRUIP/FAIL

C Plus	=	45	-	49%
C	=	40	-	44%
D	=	0	-	39%



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DATE OF BIRTH 1986-11-03
TYPE OF EXEMPTION Matriculation Exemption

DATE ISSUED 2012-05-30



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OFFICIAL ACADEMIC RECORD

2010 (Full-time)		Program: LLB		Plan: Law	
In partial fulfilment of the requirements for Bachelor of Laws					
Course offering	Course description		Credits	%	Results

ABR 210	Labour law 210	15	65	Pass
EOT 164	Communication in organisations 164	6	77	Pass with distinction
ERF 211	Law of succession 211	10	50	Pass
FMR 110	Family law 110	7	55	Pass
FMR 120	Family law 120	7	62	Pass
ISR 310	Insolvency law 310	10	50	Pass
KTR 210	Law of contract 210	10	54	Pass
KTR 220	Law of contract 220	10	56	Pass
MRT 220	Human rights 220	10	50	Pass
RPR 210	Legal pluralism 210	10	50	Pass
RVW 210	Legal interpretation 210	10	50	Pass
SRG 210	Constitutional law 210	10	59	Pass
SRG 220	Constitutional law 220	10	75	Pass with distinction
VBB 220	Consumer protection 220	10	60	Pass

Weighted average % for term: 55.17 Cumulative Weighted Average: 47.54

OUTCOME: Permitted to proceed

2011 (Full-time)		Program: LLB		Plan: Law	
In partial fulfilment of the requirements for Bachelor of Laws					
Course offering	Course description		Credits	%	Results

ADR 310	Administrative law 310	10	50	Pass
BVR 311	Law of evidence 311	6	56	Pass
DLR 320	Law of delict 320	15	50	Pass
DVR 420	Third party compensation law 420	10	50	Pass
IGZ 320	Intellectual property law 320	10	50	Pass
KTH 220	Specific contracts 220	15	52	Pass
ODR 320	Entrepreneurial law 320	15	55	Pass
RFF 311	Legal philosophy 311	10	50	Pass
RPK 310	Legal practice 310	8	62	Pass
RPK 320	Legal practice 320	10	57	Pass
SAR 310	Law of things 310	15	52	Pass
VHD 320	Law of negotiable instruments 320	10	50	Pass
VRR 310	Insurance law 310	10	70	Pass

Weighted average % for term: 52.22 Cumulative Weighted Average: 48.37

for REGISTRAR

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GRADING/GRADING VALUES

SLAAG/PASS

A plus	=	90	-	100%
A	=	80	-	89%
A minus	=	75	-	79%
B plus	=	65	-	74%
B	=	55	-	64%
B minus	=	50	-	54%

DRUIP/FAIL

C Plus	=	45	-	49%
C	=	40	-	44%
D	=	0	-	39%

Universiteit van Pretoria
University of Pretoria
Pretoria 0002
E-pos/Email: csc@up.ac.za
Tel: 012 420 3111
Faks/Fax: 012 420 4555



STUDENT NUMBER 26151546
SURNAME Nortjé
FIRST NAMES André Izak
DATE OF BIRTH 1986-11-03
TYPE OF EXEMPTION Matriculation Exemption

DATE ISSUED 2013-03-05

000159042

OFFICIAL ACADEMIC RECORD

OUTCOME: Permitted to proceed

2012 (Full-time)		Program: LLB		Plan:	
In partial fulfilment of the requirements for Bachelor of Laws					
Course offering	Course description	Credits	%	Results	
ABR 420	Fundamental labour law 420	10	50	Pass	
BLR 410	Tax law 410	10	64	Pass	
BWR 321	Law of evidence 321	6	36	Fail	
GRG 410	Medical law 410	10	61	Pass	
IPW 410	International law 410	10	988	Not admitted to examination	
SGR 410	Law of damages 410	10	52	Pass	
SIP 410	Civil procedure 410	8	60	Pass	
SIP 420	Civil procedure 420	8	50	Pass	
SKY 400	Essay and seminar 400	15	76	Pass with distinction	
SPR 410	Criminal procedure 410	8	63	Pass	
SPR 420	Criminal procedure 420	8	50	Pass	
STR 410	Criminal law 410	12	988	Not admitted to examination	
STR 420	Criminal law 420	12	63	Pass	
TBS 410	Trusts and estates 410	10	58	Pass	

Weighted average % for term:

49.24

Cumulative Weighted Average:

48.49

OUTCOME: Permitted to proceed

Conduct Satisfactory

END OF REPORT

for REGISTRAR
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A = 80 - 89%
A minus = 75 - 79%
B plus = 65 - 74%
B = 55 - 64%
B minus = 50 - 54%

DRUIP/FAIL

C Plus = 45 - 49%
C = 40 - 44%
D = 0 - 39%

UMALUSI



Council for Quality Assurance in General and Further Education and Training

SENIOR CERTIFICATE

Awarded to
ANDRE IZAK NORTJE

Identity number

8611035221080

Subjects passed

Afrikaans : First Language
English : Second Language
Mathematics
Physical Science
Biology
Business Economics
Aggregate (PASSED WITH MERIT)

HG	B	70%-79%
HG	B	70%-79%
HG	C	60%-69%
HG	D	50%-59%
HG	C	60%-69%
HG	D	50%-59%
	M	1440-1679

ENDORSEMENT

This candidate has complied with the minimum
statutory matriculation requirements for admission
to bachelor's degree study at a university in
the Republic of South Africa



With effect from

December 2005

Chief Executive Officer

This certificate is issued in accordance with Section 16(4) (e) of Act 58 of 2001 by
Umalusi Council for Quality Assurance in General and Further Education and Training.



060 3196 4787 S

This certificate is issued without alteration or erasure of any kind



REPUBLIC OF
SOUTH AFRICA

GEREGISTREERDE POSADRES • REGISTERED POSTAL ADDRESS

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Bewaar op 'n veilige plek
Keep in a safe place

NORTJÉ A.I.
207 GRISELDA ROAD
MURRAYSFIELD
TRANSVAAL
0184

10

PHILIPPUS JACOBUS ROOS
KOMM. VAN EDE/COMM. OF OATHS
PRAKTISERENDE PROKUREUR B.S.A.
PRACTISING ATTORNEY R.S.A.
129 GORDON STRAAT/STREET
COLBYN, PRÉTORIA

CERTIFIED A TRUE COPY OF
THE ORIGINAL

GESERTIFISEER 'n WARE AFSKRIF
VAN DIE OORSPRONKLIKE

I.D.No. 861103 5221 08 0



S.A.BURGER/S.A.CITIZEN

VAN/SURNAME

NORTJÉ

VOORNAME/FORENAMES

ANDRÉ IZAK

GEBOORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH

SUID-AFRIKA

GEBOORTEDATUM/
DATE OF BIRTH

1986-11-03



DATUM UITGEREIK
DATE ISSUED

2003-08-05

UITGEREIK OP GESAG VAN DIE
DIREKTEUR-GENERAAL:
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL:
HOME AFFAIRS

