22 Johnston Road

Rylands Estate

Athlone

7764

**Re: Application for Articles – July 2013 or January 2014**

I am particularly interested in securing a position as a candidate attorney at your firm for 2013/2014.

I have graduated from the University of Western Cape with a B.Comm (Law) and LL.B degree and I have completed the School for Legal Practice (January-June 2013) at the University of Cape Town.

I believe that I have some valuable skills to offer; namely, my leadership, organizational, managerial and inter-personal skills which I have acquired through attending various vacation work programs at Smith Tabata Buchanan Boyes, Bisset Boehmke McBlain and the State Attorney’s Office. During my vacation work I have done various work such as drafting letters, preparing court files as well as briefing and consulting counsel. During the June 2012 vacation, I attended a Law Mentorship Program at Santam Head Office where I learnt the legal operations of a corporate organization.

I also assisted at the University of the Western Cape’s Legal Aid Clinic, consulting with clients, drafting letters and pleadings. It was here where I truly had an opportunity to display my managerial and leadership skills by managing files, conducting my own consultations and taking on various matters. Furthermore, I had the opportunity to improve on these skills during my employment at L & A Insurance.

My current practical legal training at the School for Legal Practice has enhanced my ability to work with diverse groups through participation with group/team work. In order to comply with the demands of the school, I have developed my focus and independence. I am a responsible person who can easily adapt to a given situation with an abundance of common sense and practicality. I am an excellent listener and have the ability to convey information depending on the audience I am presented with.

Furthermore, I would appreciate the opportunity to be accepted as a candidate attorney.

My curriculum vitae and supporting documents are attached for your perusal.

I appreciate your consideration to my request.

Thanking you in anticipation

Mumtaz Dawood

072 366 1250

### **Curriculum Vitae of**

### **Mumtaz Dawood**

Home address: 22 Johnston Road

Rylands Estate

7764

Telephone: (021) 692 2073

Cell: 072 366 1250

Email Address: mumtaz721@gmail.com

# Personal Data

First Names: Mumtazbanu

Surname: Dawood

Identity Number: 860721 0118 083

Date of Birth: 21 July 1986

Nationality: South African

Sex: Female

Marital Status: Married

Drivers License: Yes

Language Abilities: English and Afrikaans

Health: Excellent

# Qualifications

**Secondary Education**

School Attended: Pinelands High School

Matriculated: 2003

Subjects: English 1st language HG

Afrikaans 2nd language HG

Mathematics SG

Biology SG

Ceramics SG

Home Economics HG

# Tertiary Education

1. Institution: University of the Western Cape

Degree: B.Comm (Law) with an industrial psychology major

Completed: June 2010

1. Institution: University of the Western Cape

Degree: LL B

Completed: November 2012

1. School for Legal Practice- UCT Law Society of South Africa

January-June 2013 (accreditation-1 year articles)

# Extra-Mural Activities

Leadership roles: Appointed as a Custodian in Matric

Active Member of the Matric Portfolio Committee

Was chosen for a leadership programme in

Grade 9

Extra-Mural activities: Netball, swimming, tennis, camping, hiking

**Community Involvement**

New Kidz on the Block organisation volunteer (2010)

Participated with school make over

Reference: Nishaat Parker - 0724420712

# Employment History

Name of Business: Welcome Supermarket

Duties: Shop Assistant

Period Worked: 2003-2005

Reference: Mrs. J Parker

Position: Owner

(021) 5934841

Name of Business: Woolworths N1 City

Duties: Sales assistant at Customer Services desk

Period Worked: 2006- mid 2008

Reference: Sue-Anne Adonis

Position: Store Manager

0797841654

Name of Business: L & A Insurance

Duties: Administrative Clerk

Period Worked: February 2012-December 2012 Periodically

Reference: Fatima Amien

Position: Insurance Broker

0837861940

**Vacation Work Programmes**

Bisset Boehmke McBlain 30 August – 3 September 2010

Tel: (021) 441 9913

Smith Tabata Buchanan Boyes (021) 406 9202

Reference: Marianne Marais

State Attorney’s Office Colleen Bailey Senior Assistant State Attorney  
Tel: 021 441 9277  
E-mail: [cobailey@justice.gov.za](mailto:cobailey@justice.gov.za)

**Referees**

Adv. M Salie Hugenoot Chambers

Keerom Street

Cape Town

(021) 426 0955

Shireen Karkijer

State Attorney

22 Long Street

Cape Town

(021) 441 9296

082 545 8520

Colleen Bailey (Ms)

Senior Assistant State Attorney

22 Long Street

Cape Town

Tel: 021 441 9277

E-mail: [cobailey@justice.gov.za](mailto:cobailey@justice.gov.za)

G. Kemp

Director

LSSA LEAD Law Society of South Africa

UCT, School for Legal Practice

(021) 650 4481