

To Whom It May Concern,

I graduated from the University of Birmingham Law School in the UK in June 2009 with an Honours LL.B. I am certified by the National Committee of Accreditation and eligible to articulate. My desire is to articulate with a firm or sole practitioner in the areas of Immigration, Family, Criminal or Civil Litigation. Ideally, I would prefer a position whose practice involves advocacy and social justice. The prospect of being involved with a case from the initial consultation all the way to the closing is an encouraging aspect of articling. The legal profession demands a certain level of stamina and empathy. I am positive that I can achieve the high level of responsibility required to succeed.

I recently completed a mentorship with an experienced lawyer/deputy judge, which exposed me to the areas of Civil Litigation and Immigration law. My duties included maintaining a strong communicational link with clients, conducting legal research, drafting legal memoranda, facts, and complete statements of claim/defence, affidavits and witness statements. This experience demanded a great amount of independence and self-learning in a fast-paced environment. As an advocate of the South Asian community in Toronto, my mentor fostered my interest with social justice by enabling me to be involved with many pro bono and volunteer initiatives as well.

The work on a successful appeal of an IRB decision prompted me to become more active with written advocacy. Given the growing relationship between law and technology, I created a legal blog (www.freespeechlounge.com) and wrote an article entitled "Cultural Bias Rearing its Ugly Head", based upon the aforementioned IRB decision. I understand the importance of social media in the legal profession and tweet (@jairuparelia) frequently on legal topics and maintain a strong network of lawyers in Ontario. I collaborated with a senior lawyer recently on an article about foreign divorce to be published in July 2011 in the *Immigrant Newslite* newspaper.

My experience with Civil Litigation was enhanced when I volunteered on a pro bono law project at the Toronto Small Claims Court. This project involved assisting members of the public with their Small Claims forms, as well as conducting seminars and workshops. The interaction with clients from various ethnic and socio-economic backgrounds provided firsthand awareness of certain issues which the marginalized citizens face, such as the access to the justice system.

If granted an articling position, I am confident that I would add value to your practice. Working with small and mid-size law firms in an administrative capacity ensured that I am organized and technologically savvy. My involvement with a sole practitioner has made me aware of the business management aspect of this profession. I am a patient, positive and self-motivated individual who understands that achieving success in this field involves grasping the skills that are necessary to endure a marathon.

Previous employment and academic experiences have developed my strong written and oral communication skills. While at law school, I participated in public speaking and moot court seminars. I am fluent in speaking English, Gujarati and Hindi. I am proficient with legal Quick Law and Westlaw eCarswell. The growing importance of mediation as an alternative to court is my motivation to begin the ADR certification process this summer with the University of Windsor Law School.

I would greatly appreciate the opportunity to meet with you to discuss my suitability as an articling student at your firm. I may be reached at the telephone number provided above to arrange a personal interview.

Thank you for considering my application.

Yours Truly,

Jai Ruparelia

Jai Ruparelia
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OBJECTIVE:

To obtain an articling position that will enhance my strong analytical, writing and research skills.

EDUCATION:

UNIVERSITY OF WINDSOR, Faculty of Law, Toronto, Ontario Executive Certificate in Conflict Management	Expected 2012
NATIONAL COMMITTEE OF ACCREDITATION, Certificate of Qualification Granted	2010-2011
UNIVERSITY OF BIRMINGHAM, Faculty of Law, Birmingham, United Kingdom Degree Granted: Honours Bachelor of Laws	2007-2009
WILFRID LAURIER UNIVERSITY, Faculty of Arts, Waterloo, Ontario Degree Granted: Bachelor of Arts, Political Science and Economics	2001-2006

SPECIAL SKILLS AND ACCOMPLISHMENTS:

- Proficient in computerized legal software such as Quick Law, PC Law, Westlaw eCarswell
- Practical understanding of the appellate procedure based on an Immigration law file.
- Oral fluency in Hindi and Gujarati.
- Excellent analytical, written and oral communication skills.
- Self financed education through summer and part-time employment and student loans.

PROFESSIONAL EXPERIENCE:

JAY CHAUHAN – BARRISTER AND SOLICITOR – Richmond Hill, Ontario

April 2010 - May 2011

Mentee/Student Intern

- Conducted research in Civil Litigation and Immigration law utilizing various legal software.
- Responsible for drafting legal memoranda, statements of claim, statements of defence, witness statements and pleadings for the lawyer in case preparation.
- A strong emphasis on meeting and maintaining a close relationship with clients, discussing relevant legal issues and performing various administrative duties regarding case preparation.
- Prepared two articles in collaboration with my mentor regarding the role of cultural bias in administrative tribunal decisions and foreign divorce decrees in the *Immigrant Newslines* newspaper.
- Assisted on a judicial review of an Immigration file regarding procedural fairness.

COBALT BUSINESS COUNSEL – Toronto, Ontario

March 2010 – October 2010

Research Intern

- Securities Law disclosure document research and knowledge management services.
- Extensive exposure to Franchise Law with an emphasis on franchise agreements and Agency Law with focus on Agency Agreements through various research assignments.

ROBERT HALF INTERNATIONAL – OFFICE TEAM, Thornhill, Ontario

August 2009 to Present (Full-Time)

Office Clerk/Temporary Administrative Duties

- Mail Room Clerk for Staples Head Office, filing clerk for many large and small businesses.

MILLER THOMSON LLP - Markham, Ontario

June 2008 to September 2008 (Full-Time)

Office Services Clerk

- Practice management assistance in a fast paced work environment for a mid-size firm.
- Strong communication skills were required with the lawyers to ensure efficiency.

STATISTICS CANADA – CENSUS 2006 - Toronto, Ontario

April 2006 to August 2006 (Full-Time)

Operator

- Assisted citizens with language barriers on the completion of their Census forms.

ACTIVITIES:

Founder and Author of the “Free Speech Lounge” – <http://www.freespeechlounge.com>

(December 2010 – Present)

- Created a blog discussing various legal issues such as “Workplace Harassment”, “Social Media in the Workplace”, “Cultural Bias and Tribunal Decisions”, “The Panic Attack Defence”, “Parental Alienation Syndrome”, “The Cultural Considerations in Cohabitation Agreements”.

Volunteer for the Legal Help Ontario Project – Pro Bono Law Ontario

(June 2009 – September 2009)

- Assisted duty counsel in small claims proceedings alongside volunteer lawyers; helped organize free seminars to individuals regarding basic legal issues in Civil Procedure matters.

Volunteer at Birmingham City Centre Citizens Advice Bureau

(January 2009 - April 2009)

- Drafted pleadings and witness statements. Assisted on tenancy agreements and contracts.

Volunteer for York Region Peace Tree Day – June 1st 2007

(December 2006 - June 2007)

- Sponsorship liaison and organizer to celebrate and create awareness of peace and multiculturalism amongst children.

Legal Resources Volunteer for WLU Student Union

(2003-2005)

- Assisted students with concerns regarding the *Ontario Tenant’s Protection Act*.