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Letter format for school absence

LEGAL ASSISTANT RESUME SAMPLE
FROM RESUME GENIUS

PROFESSIONAL PROFILE

- Legal Assistant with 10 years of experience and strong organizational and communication skills.
- Proven ability to manage multiple tasks and deadlines in a fast-paced environment.
- Excellent attention to detail and strong research skills.
- Team player with a proven track record of supporting attorneys and legal staff.

RELEVANT EXPERIENCE

LEGAL ASSISTANT
ABC Law Firm, New York, NY | 2013 - Present

- Support attorneys in various ways as required by responsibilities.
- Manage legal research, legal writing, and legal analysis.
- Coordinate court filings, legal research, and legal writing.
- Manage legal research, legal writing, and legal analysis.
- Coordinate court filings, legal research, and legal writing.
- Manage legal research, legal writing, and legal analysis.

LEGAL ASSISTANT
XYZ Law Firm, New York, NY | 2003 - 2013

- Managed and coordinated administrative tasks including affidavits, subpoenas, discovery requests, and legal research.
- Managed legal research, legal writing, and legal analysis.
- Coordinate court filings, legal research, and legal writing.
- Manage legal research, legal writing, and legal analysis.
- Coordinate court filings, legal research, and legal writing.

EDUCATION

ABC College, New York, NY
2003 - 2005
Bachelor's Degree in Business Administration

CERTIFICATIONS

Professional Paralegal
Certificate, ABC College, 2005

SKILLS

- Research
- Writing
- Organization
- Communication
- Time Management
- Microsoft Office Suite
- People Skills

2002 CCS Gymnastics Championship Session CCS

Num	Name	Level	Age Div	Vault	Bars	Beam	Floor	A.A.
Gilroy High School Gilroy, CA								
201	Valerie Palla	V	NA					
202	Emily Gomez	V	NA					
203	Liz Graham	V	NA					
204	Nicole Hill	V	NA					
205	Kim Kuster	V	NA					
206	Tracy LPK	V	NA					
207	Elin Logeman	V	NA					
208	Beth Nelson	V	NA					
209	Jennifer Yip	V	NA					
Los Altos High School Los Altos, CA								
351	Julia Anderson	V	NA					
352	Jeanette Hayman	V	NA					
353	Clea Kash	V	NA					
354	Emily Keenan	V	NA					
355	Youke Lee	V	NA					
356	Sarah Raasi	V	NA					
357	Brittany Raffel	V	NA					
358	Jenna Yamagata	V	NA					
359	Sarah Marquet	V	NA					
Saint Francis High School Mountain View, CA								
451	Corinne Allen	V	NA					
452	Adrienne Galvez	V	NA					
453	Jamie Lawler	V	NA					
454	Kristen Lund	V	NA					

Self-Introduction

I am Roy Tsang and I am currently studying in F.5 at Ng Yuk Secondary School. I study a total of 6 subjects, including core subjects like Chinese, English, Maths and Liberal Studies and elective subjects like Biology and Chemistry. I am an active person because I have joined many extra-curricular activities. I am the Captain of the school's Basketball Team and Swimming Team. I am very outgoing as I like traveling to make new friends. My favourite country is Australia because there are many unique animals in Australia, for example kangaroos and koalas. I am an easy-going person and I have many friends in school.

Why you want to join the programme

I want to join the program as I believe I would benefit greatly from the overseas exchange experience. It is an enriching experience to broaden my horizon. Firstly, I can improve my language. In the programme, I will communicate in English, so I can improve my English, especially oral speaking skills and develop communication skills. In the exchange program, I will go to other countries and learn foreign languages. Besides, I can stay with a local family to get a taste of living in a different culture. I am eager to learn about the culture of other countries so I can know about other local cultures to broaden my global outlook. Moreover, it is a valuable experience to step out of my comfort zone and adapt to a new environment. I will live with a local family and I can make new friends there to broaden my horizon. I have to look after myself and I think this will encourage personal growth.

Why you think you are a suitable candidate

I am a self-motivated person and I am willing to learn about other countries' cultures. If I join the exchange programme, I will be eager to learn more about other cultures. I believe the exchange program can improve my English. I will grasp every opportunity to get the most out of the overseas exchange programme. In the programme, I am sure I can get along with others to make more new friends and facilitate cultural exchange.

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Country: _____

Mailing Address: Same as Billing Address

Street: _____

City, State/Province, Zip/Postal Code: _____

Country: _____

Credit Card Information:

Credit Card Type: Visa MasterCard AMEX Discover Other

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Payment & Order Information:

Amount to be Charged (in US Dollars): _____

Invoice Number: _____

Invoicing Details: _____

Credit Card Authorization:

I hereby authorize GLOBALG.A.P. North America Inc. to process my credit card for the amount indicated above.

Signature: _____

Date: _____

**THE VALE OF GLAMORGAN COUNCIL DIRECTORATE OF
LEARNING & SKILLS**

**APPLICATION FOR ADMISSION/TRANSFERTO A COMMUNITY
SCHOOL**

NOTE: Applications for admission to Voluntary Aided Catholic, Church in Wales and Foundation schools should be made directly to the appropriate school (see note 1)

PLEASE READ THE NOTES FOR GUIDANCE BEFORE COMPLETING THE APPLICATION FORM

PART A PARENT(S) GUARDIAN(S) INFORMATION

SURNAME	FORENAMES	PARENT/GUARDIAN (please specify)

CURRENT ADDRESS	PREVIOUS ADDRESS

POST CODE:	POST CODE:
TIME AT ADDRESS	TIME AT ADDRESS
Years Months	Years Months
HOME TEL NUMBER	
WORK TEL NUMBER	Email:
MOBILE NUMBER	

PART B PUPIL(S) INFORMATION

PLEASE INCLUDE ALL CHILDREN IN THE FAMILY OF SCHOOLAGE WHO YOU WANT TO TRANSFER SCHOOLS

NAME(S) OF CHILDREN	SEX	DOB	PRESENT/LAST SCHOOL	NEW SCHOOL REQUESTED	OFFICE USE ONLY

(please tick as appropriate)

IS THE CHILD A LOOKED AFTER CHILD BY THE LOCAL AUTHORITY

OR A PREVIOUSLY LOOKED AFTER CHILD

(please tick if applicable)

IS THE CHILD SUBJECT TO A STATEMENT OF SPECIAL EDUCATIONAL NEEDS

(please tick if applicable)

PLEASE TURN TO NEXT PAGE AND COMPLETE ALL SECTIONS

DOES THE CHILD HAVE AN Y SPECIAL EDUCATIONAL NEEDS NOT COVERED BY A STATEMENT

(please tick if applicable)

IS THE CHILD A SERVICE CHILD (PARENTS CURRENTLY SERVING OR HAVE SERVED WITHIN THE PAST SIX YEARS IN ARMY, NAVY, RAF OR ASA RESERVIST)?

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