

Dear Hiring Manager,

I am writing to express my interest in the articling student position at your law firm. With a diverse professional background and one and a half years of post-Bar experience in Nigeria, specializing in Corporate, Intellectual Property, Immigration, Family, and Real Estate law, I am confident in my ability to contribute effectively to your legal team.

My legal journey is characterized by a commitment to excellence, a strong work ethic, and a passion for promoting access to justice. Currently pursuing licensure in Canada, I am enrolled in the Practice Readiness Education Program (PREP) with an anticipated completion date in winter 2025. My educational qualifications include a Barrister at Law (BL) from the Nigerian Law School, a Bachelor of Laws (LLB) from Ekiti State University, and a Social Work Diploma from MacEwan University in Edmonton.

In my most recent role as a Case Coordinator at the Land & Property Rights Tribunal, Government of Alberta, I honed my skills in witness counseling, document preparation, and client correspondence. I demonstrated proficiency in handling diverse legal areas, including land titles, litigation, wills and estates, and mediation. Notably, I played a key role in streamlining 700+ rental compensation applications during the pandemic, earning a certificate of recognition from the Alberta Public Service.

My experience extends to social work practicum roles at YOUCAN Youth Services and GEF Senior Housing, where I developed strong communication skills, facilitated restorative processes, and advocated for the needs of vulnerable populations. These experiences, coupled with my legal background, provide me with a unique perspective and a holistic approach to addressing legal challenges.

Furthermore, I have a solid foundation in Canadian legal frameworks, as evidenced by my completion of the NCA Certificate of Qualification (CQ) and additional training in the Freedom of Information and Privacy Act (FOIP) and Canadian Workplace and Employability Skills.

I am particularly drawn to due to its reputation for professionalism, commitment, integrity, and advocacy. I am eager to contribute my skills and knowledge while gaining valuable experience under your mentorship.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the needs of your firm. Please find my resume attached for your reference.

Sincerely,

Ifedayo Enoch

# IFEDAYO ENOCH

Edmonton, Alberta

## PROFILE

Internationally trained lawyer actively pursuing licensure in Canada. Bringing a versatile professional background with one and half years of post-Bar experience in Nigeria, specializing in Corporate, Intellectual Property, Immigration, Family, and Real Estate law. Proficient in diverse legal areas, including name registries, land titles, litigation, wills and estates, and mediation. Hold a diploma in social work in Canada, recognized for a strong work ethic, commitment to volunteering, and dedication to promoting access to justice. Eager to enroll in the Practice Readiness Education Program (PREP) with anticipated completion in winter 2025.

## HIGHLIGHTS OF QUALIFICATIONS

- Proven experience in witness counselling and interview, document preparation, drafting and filing of client correspondence.
- Leveraged good organizational, analytical, and international skills to greatly contribute to legal projects and complex cases.
- Communicated with police officers, district attorneys, judges, and clients to establish a collaborative working relationship.
- Proficient in Microsoft applications, general use of a computer, office duties and administrative functions.
- Proven communication strengths to accommodate and build interpersonal relationships with co-workers and clients.
- Ability to filter information, assess priorities, manage conflicting demands, and busy work periods.
- Recognized for taking part in a legal clinic that rendered free legal services to citizens.
- Dedicated, resourceful and organized.

## EDUCATION

<b>Practice Readiness Education Program (PREP)</b> , CPLED (in view)	2024
<b>NCA Certificate of Qualification (CQ)</b> , Federation of Law Societies of Canada	2024
<b>Social Work Diploma</b> , MacEwan University, Edmonton	2020
<b>Barrister at Law (BL)</b> , Nigerian Law School, Nigeria	2015
<ul style="list-style-type: none"><li>• Called to the Bar in 2015, and member in good standing of the Nigerian Bar Association.</li></ul>	
<b>Bachelor of Laws (LLB)</b> , Ekiti State University, Nigeria	2013
<b>Other training and professional development:</b>	
<ul style="list-style-type: none"><li>• Freedom of Information and Privacy Act (FOIP)</li></ul>	2020
<ul style="list-style-type: none"><li>• Canadian Workplace and Employability Skills (BREDIN)</li></ul>	2018

## EXPERIENCE

**Land & Property Rights Tribunal**, Government of Alberta, Edmonton Aug 2020 – Present  
*Quasi-Judicial Tribunal responsible for hearing, liaising, settling disputes arising from land, oil wells compensations and entry rights. Servicing Albertans with about thirty-five employees located in Edmonton.*

### **Case Coordinator**

*Reporting to the Team Lead Rental Recovery; I process applications and appeals received by the Tribunal from intake to final resolution whether by settlement between parties or by order/decision of the Tribunal.*

- Reviewing and processing over fifty applications weekly in accordance with existing policies, procedures, and guidelines.
- Drafting and completing about twenty standard Board decisions/orders, including reviewing, and formatting for accuracy and distributing final decisions/orders to all parties in a timely manner.
- Providing exceptional support from intake through to resolution in a fair and timely manner this includes resolving day-to-day issues that arise during the application process.
- Serving as the primary point of contact to stakeholders to provide relevant information on application status, Board processes and other related application types within the jurisdiction of the Boards.
- Suggested and initiated alternative intake procedure which reduced wait time by 15%
- Part of (4)-member team who streamlined 700+ rental compensation applications submitted to my department due to the impact of the pandemic. Awarded certificate of recognition from the Alberta Public Service.

**YOU CAN Youth Services**, Edmonton Canada

Sept 2019 – Apr 2020

Dedicated to helping young people out of harm's way and onto a path of economic independence.

### **Social Work Practicum Student**

*Reporting to the outreach worker; I learned how to reach out to youth and empower them in making positive, healthy and life changing decisions.*

- Assist with general office administration, engaging in effective communications with staffs, program manager, clients and vendors.
- Help plan and lead restorative processes when appropriate: peacemaking circles & mediations.
- Advocate for youth needs with respect to housing, legal assistance, mental health supports, academic achievement, and employment.
- Assist with resume and cover letter review for the youth intake.
- Help facilitate lessons to groups of up to 12 youths between the ages of 18 and 24 using approved curriculum.

**GEF Senior Housing**, Edmonton Canada

Sept 2018 – Apr 2019

Provides low to moderate-income seniors with access to affordable housing and services

### **Social Work Practicum Student**

*Reporting to the team lead; family dynamics, support systems, and the individual's overall quality of life.*

- Responsible for overseeing the lodge recreation program in the absence of the coordinator.
- Carried out quality of life survey and positive conversations amongst resident.
- Identified, recognized and addressed issues related to elder abuse and neglect.
- Helped to coordinate monthly calendar of age-appropriate recreation activities, outings and special events, as well as other site-specific duties assigned.

**Bade Ajibike & Co Chambers**, Ibadan, Nigeria

Oct 2015 - Mar 2016

*Medium Law firm that specializes in Corporate, Real Estate, Intellectual property, and Family Law*

### **Lawyer**

*Reporting to the Principal, I represented clients before a judge or tribunal on several matters.*

- Conducted research in relation to court proceedings on several matters ranging from contracts, properties, contentious and non-contentious matters.
- Prepared documents including pleadings and affidavits.

- Prepared updates and letters on behalf of clients.
- Completed due diligence searches (corporate registry, land titles).
- Assisted in preparing case files prior to court proceedings.
- Participated in mediation and dispute settlement.
- Engaged in debt recovery transactions.
- Rendered secretarial and compliance services for startups and SMEs. These included activities involving the filing of corporate returns, providing regulatory requirements and packaging applications where required.

**Other roles:**

- **Bissell Centre**, Edmonton, Alberta April 2020 – July 2020
- **Legal Intern**, Ondo State Judiciary, Akure, Nigeria Apr 2012 – Jun 2012

## **VOLUNTEERING**

Legal Clinic  
Tutor, FTLC (Foreign Trained Lawyers in Canada)  
Edmonton Food Bank

## **INTERESTS**

Cooking and Travelling