



3rd June, 2024.

The Hiring Partner,
Blagogee, Blacksword & Co.
House No.11, Nii Ablade Kotey Lane,
East Legon,
Accra, Ghana.

Dear Sir/Madam,

APPLICATION FOR THE ROLE OF A LEGAL ASSOCIATE

My name is **Nana Amma Asare-Boateng**. I am a young lawyer with multidisciplinary experience. I am writing to apply for a position as a Legal Associate in your prestigious firm. It would be a privilege to join the team at Blagogee, Blacksword & Co. with renowned practitioners in corporate and commercial law.

Beginning my legal career with **Blagogee, Blacksword & Co.** would provide me with an opportunity to work with highly qualified professionals of international acclaim. It would also enable me to contribute to the provision of quality legal services and be part of a team that is invested in client satisfaction. The firm has built a reputation as an industry leader in Corporate and Commercial law and will most certainly ensure my growth in the legal industry. Working at Blagogee, Blacksword & Co. would enable me to set myself apart as a legal practitioner. These are a few reasons why it would be an honor to work with your esteemed firm.

I have both a Bachelor's Degree in Business Administration and a postgraduate Bachelor of Laws degree from the University of Ghana, as well as a Qualifying Certificate in Law from the Ghana School of Law. These qualifications provide a unique understanding of business from a legal and practical context. This makes me an asset when it comes to negotiating transactions and drafting contracts. My strong appetite for learning motivates me to stay informed about relevant trends & changes in the law. I am a results-oriented problem solver trained to assess options and generate solutions. Not only am I a methodical, detail-oriented professional, who is able to work independently, I am also a team player and a fast learner. Serving as a moderator on several panel discussions have made me articulate refining my communication skills. My excellent presentation skills are borne out of preparing & delivering numerous presentations & proposals over the course of my professional career. I am certain that my skills would be an added advantage to your organization and contribute to the success of your team.

At my most recent role at **Ntrakwah & Co.**, I was tasked with conducting legal research & producing legal opinions for high-profile cases which resulted in advantageous outcomes for our clients. I drafted and reviewed clients' agreements, minutes of meetings and notices of agenda for those meetings. I conducted due diligence checks and stakeholder engagements to ensure that clients' interests were protected. I wrote



legal articles and collaborated with the Business development team to improve the online visibility of the firm. I also facilitated intellectual property protection processes and provided corporate services to clients. I have obtained skills and a solid foundation in the legal practice which will enable me to thrive and contribute to the profitability and growth of the firm.

During my time at **Phoenix Insurance Company Limited**, I interviewed prospective clients to obtain data about their financial resources and existing coverage. I addressed the grievances of clients and sought out old and potential clients via referrals, cold calling and networking. I believe that these skills will prove useful during engagements with stakeholders.

At **Deloitte West Africa, Ghana**, I was required to decipher data-driven information and manage complex situations. These skills have refined my problem-solving abilities and helped me to be a performance driven individual.

As a **National Service Person at the Land Registration Division, Lands Commission**, I was entrusted with the duties of drafting written correspondence to update applicants and issuing land certificate numbers on approved applications. These responsibilities taught me the importance of data privacy and refined my writing skills.

At **Prime Attorneys Ghana** and as a participant in the **2020/2021 University of Ghana School of Law (UGSOL)- Harvard Law School (HLS) "Making Rights Real Project – The Ghana Project Clinic" exchange program**, I engaged in legal research, prepared research reports, conducted interviews and worked with private and public stakeholders. My drafting skills were boosted by these experiences. Working with individuals from diverse backgrounds and forging excellent working relationships imbibed in me the importance of creating & being a part of a collaborative environment.

Securing the position of a Legal Associate with **Blagogee, Blacksword & Co.** would be a privilege. I would be honored to join an excellent team such as yours with a stellar international reputation. Enclosed is a copy of my resume highlighting my work and educational experience. I look forward to hearing from your office soon. Thank you for your kind consideration.

Yours faithfully,

Digitally signed by:
Nana Amma Asare-Boateng
naasareboat@yahoo.com
+233 (0)50 000 7037