****

**Atreyee Dey**

25/C Avenue South Sontoshpur Jadavpur

 Mobile – 9748715432 II Email ID –atreyeedey67@gmail.com

 **Academics:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Examination** | **Board / University** | **Year of Passing** | **Division / Class / Percentage** |
| BA LLB  | St. Xavier’s University | 2027 | 7.67(1st semester SGPA)8.67 (2nd semester SGPA) |
| XII | Indian School Certificate | 2022 | 94% |
| X | Indian Certificate of secondary Education  | 2020 | 92% |

**Summer Internship –**

**Name of the organization –** Alipore District and Sessions Court

**Lawyer under whom I did the internship-** Mr. Arindam Maity

#### Skills Learnt- drafting legal documents, filing petitions, mainly dealing with Criminal Defense Law, Family Law, Property Law, Legal Consulting, IT Law, and Divorce Law

**Co- Curricular Activities/Extra-Curricular Activities:**

|  |  |  |
| --- | --- | --- |
| Name of the Activity | Year | Division |
| Fine Arts(music, dance and painting) | 2010-2017 | First Class |

**Skills**: hardworking, diligent, efficient, fast learner and dedicated to work.

**Strengths:** Communication, Team Player, Motivating others, Leadership, Creativity, Quick problem solving, Management, Decision making, Interpersonal communications.

**COVER LETTER:**

Name- Atreyee Dey

Address- 25/C Avenue South, Sontoshpur, Jadavpur

Pin code- 700075

Email- Atreyeedey67@gmail.com

Mobile Number- 9748715432

Date- 12/07/2023

 Dear Sir/ Ma’am,

 My name is Atreyee Dey and I am writing to express my sincere interest in joining your esteemed organization as a legal intern. I have been impressed by the tremendous work your firm has accomplished in the field of law and I believe that my skills and enthusiasm would make me a valuable asset to your team. I have always been drawn to the legal profession due to my unwavering passion for justice and my desire to make a positive impact on society. Throughout my academic journey I have consistently strived for excellence and aimed to go beyond expectations.

As a legal intern at Alipore District and sessions Court, I had the opportunity to work closely with experienced attorneys and gain hands-on experience in various aspects of the legal field. I was actively involved in legal research, drafting legal documents and assisting in courtroom preparation. These experiences have equipped me with strong research and writing skills as well as a comprehensive understanding of legal procedures. I am deeply committed to personal and professional growth and I actively seek opportunities to expand my knowledge and skills. As a legal intern I understand the fundamental importance of maintaining the highest standards of ethics and professionalism. I approach every task with integrity, respect for confidentiality and a strong commitment to serving justice. I am confident that my strong academic background, practical experience, exceptional communication skills, commitment to growth and unwavering professionalism make me an ideal candidate for a legal intern position at your esteemed organization. I would be honored to contribute my skills and enthusiasm to your team as well as to learn from the experienced legal professionals within your firm. Thank you for considering my application. I have attached my resume for your review and I would be grateful for the opportunity to discuss in further detail how my qualifications align with the needs of your organization. I look forward to the possibility of contributing to your team and making a positive impact.

I am available to begin the internship in the month of December and would be happy to work with your team in whatever capacity is needed. I am excited about the opportunity to work with such a reputable institution and gain valuable insights into the industry.