

City Clerk John Long  
City Hall, 93 Highland Avenue  
Somerville MA 02143

Re: City Council Legislative and Policy Analyst Employment Opportunity

Dear John Long:

I am a graduate of Suffolk University Law School and am interested to fill the City Council Legislative and Policy Analyst position. My legal experience and my scholastic executive experience align with the qualifications you are seeking at your office.

During my time in law school, my education included legal research, legal analysis, collaboration, and communication. Particularly, as part of the Family Advocacy Clinic in my last year of school, I managed my own clients and cases under the supervision of a licensed attorney. Through this experience I developed the habit of keeping clients informed, narrow research and organizational abilities, and the skill of delicately approaching sensitive topics for solutions. In addition, this position afforded me the opportunity to work with ordinary members of the community and gain insight to how legislation can affect the everyday person.

In addition to my studies, I was a Moot Court competitor. My experience involved collaborating with other student-attorneys, interpreting law for cases we were assigned, and preparing for trial competitions. It was during these practices and competitions where I fully grasped the importance of legislation as I witnessed how parties developed strategies to favor their arguments.

Moreover, I was a member, and eventually voted as President, of the Latin American Law Student Association (LALSA). As President of LALSA, I believed that feedback from club members was critical to our success as a club. So, during my tenure we established a Roundtable series of events where all students were welcomed to discuss prevalent issues and how those issues impacted our communities. LALSA often collaborated with other affinity groups as well as academic clubs to host events and provide resources for all members.

Although I do not have direct experience in drafting legislation, you will find that I have the ability to research law, strategize approaches, and effectively communicate with colleagues and community members, which is why I believe I am a great fit for this role.

Thank you for your time and consideration. My resume is attached with my application. I look forward to hearing from you and would be delighted to answer any questions you may have. I am reachable by phone [REDACTED] or e-mail [REDACTED].

Sincerely,

Ayerim Decena, J. D.

## BAR ADMISSION

Massachusetts, Admission Anticipated (January 2021)

## EDUCATION

**Suffolk University Law School**, Boston, MA

*Juris Doctor*, May 2019

### Leadership:

- Peer Mentor (2018-2019)  
(Mentored first-year law students through class preparation and examinations and assisted the Dean's Office in efforts to increase Mentor Program membership and effectiveness.)
- Latin American Law Student Association, *President* (2017-2019), *Dir. of Public Relations* (2016-2017)  
(Oversaw the functioning of the LALSA Executive Board in programming, funding, and communications with the membership, as well as organized and moderated LALSA's first-ever "Cross-Culture Lawyering" panel.)

**Florida International University**, Miami, FL

*Bachelor of Arts, English*, December 2014

- Certificate: Professional and Community Writing

## LEGAL EXPERIENCE

**Krems, Jackowitz & Carman**, Boston, MA

*Temporary Paralegal*

October 2019 – January 2020

- Completed and filed Workers Compensation and Retirement Disability applications for Massachusetts Teachers Association members.
- Communicated with MTA members about legal steps for Workers' Compensation and Disability Retirement process.
- Researched Massachusetts law regarding employment law, prohibited practices, non-compete clauses, etc.
- Wrote internal objective memos and opinions for attorneys.
- Composed letters and notices to tenants regarding property and lease rights.
- Finalized and delivered Summons and Motions to appropriate entities.

**Family Advocacy Clinic**, Suffolk University Law School, Boston, MA

*3:03 Certified Student Attorney*

August 2018 – May 2019

- Conducted client interviews and counseled clients about legal options within Family Law and how to move their cases forward.
- Collaborated with other student attorneys on strategies and case theories to advance client goals.
- Negotiated with opposing counsel regarding parenting time and child support on behalf of clients.
- Represented clients in district court in the matters of restraining orders and child custody.
- Provided legal assistance in the Court Services Center in the Probate & Family Court to clients.

**National Trial Team**, Suffolk University Law School, Boston, MA

*Competing Advocate*

January 2018 – May 2019

- Competed as an advocate in moot court competitions in Boston, New York, and Puerto Rico.
- Developed case theories, direct examinations, cross examinations, and opening/closing arguments for moot court competitions.
- Prepared and examined "witness" volunteers for moot court competitions.

**MacMurray & Associates**, Boston, MA

*Legal Intern*

June 2017 – August 2017

- Assisted litigation department in researching case law, writing case briefs, and preparation for court appearances.
- Interviewed clients to determine potential strategies, prepare affidavit statements, and to ensure effective communication with attorneys.
- Translated client Asylum interviews with United States Citizenship and Immigration Services.

## **ADDITIONAL EXPERIENCE**

**PS Business Parks, LLC**, Miami, FL

*Temporary Administrative Assistant*

March 2016 – August 2016

- Maintained and reviewed tenant lease agreements for commercial business properties.
- Managed and updated tenant Certificates of Liability to ensure accurate documented contracts.
- Processed vendor invoices through online Yardi system for Accounts Payable records.

## **SKILLS**

Languages: Proficient in Spanish, Conversational in Italian

Computer Programs: Clio System, Microsoft Office, Yardi Online, Skype for Business, TABS