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VIA Electronic Communication

August 25, 2016

U.S. Law Center
Riverside County Office
4230 Green River RD, FL 2
Corona, CA 92880

RE: Associate Attorney

To Whom It May Concern:

As a civil rights attorney at the American Arab Anti-Discrimination Committee (ADC) for over 2 years, the intense work environment is an advantage. I am the right lawyer for the Associate Attorney position with your firm because I have excelled at working competently and diligently with limited resources and under time restraints. This skill is a unique asset acquired from working as a lawyer for a non-profit. This skill was crucial to the analysis of federal statutes to craft legal arguments and draft amicus briefs to the U.S. Supreme Court in *Zivotofsky v. Kerry and EEOC v. Abercrombie & Fitch, Stores, Inc.* I am well equipped to handle the demands of an Associate Attorney with the U.S. Law Center.

I have acquired extensive hands on experience in complex civil rights, employment discrimination, and immigration law as a Staff Attorney for the American-Arab Anti-Discrimination Committee. Over a majority of the complaint intakes and legal cases involve employment discrimination and immigration. I am dedicated to my clients for all phases of the immigration process. Careful attention to detail and factual analysis of the complaint to the applicable law is essential to my responsibilities to conduct interviews and witness testimony, prepare legal memos and briefs, and draft administrative and federal court complaints.

In the asylum and family immigration context this includes addressing inadmissibility grounds and vacating convictions. I conduct extension preparation for asylum interviews, and supportive documentation and memorandum of legal support for grants of asylum. I have also successfully handled I-130 petitions, naturalization applications, temporary protected status and work authorization applications, and non-immigrant visa extensions. I analyze all complaints filed and conduct all case intakes.

As a law clerk in Israel, I conducted research and engaged in practical application of Israeli and complex international human rights and refugee law. This was an amazing and extensive experience to learn a foreign legal system with no prior training or exposure. I was able to quickly absorb the necessary practices and procedures to achieve the best interests of my clients.

With this dedication, I have worked in discrimination cases beyond the civil rights realm, including but not limited to housing, education and airline matters. I have also shaped the American-Arab Anti-Discrimination Committee's legal policy position and work. Some legal policy initiatives I have implemented include drafting guidance's with federal and state agencies, providing diversity training, revising training materials and employer policies, and submitting comments and recommendations on immigration policy to federal agencies and Congress.

I will bring an innovative perspective, solid work ethic, and strong writing and analytic skills as an Associate Attorney with your firm. I am excited to apply my talents and transferrable skills to build with the U.S. Law Center. Thank you for your time and consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'Y. Rondon', written in a cursive style.

Yolanda Rondon, Esq.