

Alya Quratuaini
Jl. Kayen Raya No.191, DI Yogyakarta
alyaquratuaini01@gmail.com
0811-7888-666

October 12th, 2023

Recruitment Team

Hendarsam Marantoko & Partners Law Firm
Plaza Basmar 2nd Floor, Room 2.6
Jl. Mampang Prapatan Raya No. 106 | Jakarta Selatan 12760

With respect,

My name is Alya Quratuaini. I just recently graduated from Faculty of Law Universitas Gadjah Mada, it is with great interest that I am writing to you through this letter to apply for the “Legal Intern” position at HMP Law Firm. During my study, I took a concentration in Civil Law and has keen interest in Corporate Law. Considering the knowledge, skills and experience outlined in my enclosed resume, I believe that I am qualified and fit in all the requirements for this position.

Other than being a full-time law student, I have also actively involved in organizational activity, such as Funding Staff of Asian’s Law Students Association, Secretary of Ikatan Keluarga Gadjah Mada Sumatera Selatan, and External Affair Staff of Dewan Mahasiswa Justicia, where I learned about well-rounded organizational skills, including excellent communication, teamwork coordination, and presentation skills. I have also gained experience through several internships at Suryawati’s PPAT/Notary Office in Palembang, where I learned about drafting notarial deed, verifying and reviewing contract, and other relevant documents. I have also gained experience during my previous internship at The House of Representatives of South Sumatera as a Conference and Legislation intern, there I actively organized, participated, and recorded conferences of the Representatives of South Sumatera and doing research regarding the issues addressed in the conference. The most recent experience I have is an internship at Lembaga Bantuan Hukum Sembada, where I learned about criminal law, specializing in child’s and women’s protection, and family law, conducting legal opinion and assisted the attorneys at the firm.

Based on my professional experience, I have significantly improved my skills and applied my knowledge about contract drafting, conducting legal opinion, researched and solved matters regarding legal issue and learn more about different areas of law. I believe my eagerness to expand my legal knowledge, learn about legal counselling, and diligent work ethic would make me an excellent addition to your team. I would tremendously value the opportunity to work for highly talented legal experts, gain practical skills relevant to my long-term interest and grow to my full potential with proper guidance from the people in the firm.

I look forward to hearing from you, Thank you for your time and consideration.

Best Regards,
Alya Quratuaini



ALYA QURRATUAINI

Yogyakarta, Indonesia | +62 811 7888 666 | alyaqratuaini01@gmail.com | www.linkedin.com/in/alyaqratuaini
Alya has recently gained her Bachelor of Law degree from Universitas Gadjah Mada. She developed keen interest in civil law and corporate law. She is an accomplished law student with extensive organizational experience and several internships during her study where she learned most about legal research, legal writing, and complex legal matter analysis. She is an avid learner, highly motivated, and interested in opportunities that allows individual growth. She is a passionate individual with high work standard and eager to build a professional law career in a meaningful way.

INTERNSHIP EXPERIENCE

- Legal Intern, Lembaga Bantuan Hukum Sembada

Nov 2022 – Dec 2022

 - Witnessed and do observation in the court trials proceedings.
 - Assisted lawyer in criminal cases and civil disputes by preparing legal documents such as power of attorneys, lawsuit letters, pleas and other relevant documents.
 - Conducted legal opinions for lawyers in resolving legal cases based on the client’s interests.
 - Conducted legal counselling to several social services in Yogyakarta.
- Intern (Conference and Legislation Division)
The House of Representatives of Sumatera Selatan

Feb 2022 – Apr 2022

 - Organized, participated, and recorded conferences of members in the House of Representatives of Sumatera Selatan.
 - Write reports regarding issues addressed in conferences of members in the House of Representatives of Sumatera Selatan.
 - Learned about the day-to-day tasks and function of members in the House of Representatives of Sumatera Selatan.
- Legal Intern, Suryawati Notary/PPAT Office

July 2021 – Aug 2021

 - Drafting contracts such as notarial deed, company agreements, and credit agreements.
 - Assist the notary in day-to-day tasks such as signing the deed with clients.

ORGANIZATIONAL EXPERIENCE

- Ikatan Keluarga Gadjah Mada Sumatera Selatan UGM (IKAGAMASS)
Secretary of Ikagamass

Jan 2020 – Jan 2021

 - Responsible and performed duty as secretary of Ikagamass UGM in 2020/2021 period, arranging meeting and dealing with any administration regarding the organization, contributed on giving ideas and solving matters in monthly group discussions, assisting director and vice director on daily basis, writing and reporting annual reports.
- Dewan Mahasiswa Justicia (DEMA Justicia) FH UGM
Member of External Affair Division

Sep 2020 – Sep 2021

 - Functioned as member of External Affair division, assisting the Head of External Affair Division on daily basis, actively participate in projects and meetings of DEMA Justicia.
- Asian’s Law Students Association (ALSA) LC UGM
Member of Funding Division

Nov 2019 – Nov 2020

 - Functioned as member of Funding Division, assisting the Head of Funding Division on daily basis, actively participate in projects and meetings of ALSA LC UGM.

EDUCATION

- Faculty of Law, Universitas Gadjah Mada

Aug 2019 – Jul 2023

 - GPA: 3.75 out of 4.00
 - Thesis: “Juridical Review of Smart Contract in The Sale and Puchase Agreement of Digital Asset on Metaverse According to Indonesian Laws”
 - Participated in various competition such as internal contract drafting Faculty of Law UGM and Essay Competition.

PROJECTS & VOLUNTEER EXPERIENCE

- | | |
|--|---|
| <ul style="list-style-type: none">Secretary of “Ikagamass Tryout Sumatera Selatan” (2021)Project Officer “Dema Justicia University Visit (2021)Project Officer “Upgrading 101 External Affair Division” Dema Justicia (2021)Head of “Internship Funding ALSA LC UGM” (2021) | <ul style="list-style-type: none">Volunteer Pertemanan Sejiwa Mental Health Campaign (2021)Volunteer Campaign Hari Anak Nasional Lentera Belajar Indonesia (2021)Volunteer Dewan Mahasiswa Justicia Mengajar (DEMA Mengajar) (2019) |
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SKILLS

Language: English (Verbal & Written) TOEFL ITP: 577 [\[Official ETS Certificate\]](#)
Skills: Legal Research, Legal Writing, Legal Opinion, Contract Drafting, Interpersonal Communication, Critical Thinking, Teamwork, Stakeholder & Client’s Relation.
Tools: Microsoft Office (Word, Powerpoint, Excel), Canva



TRANSKRIP SEMENTARA
Semester Genap 2022/2023

Nama : ALYA QURATUAINI
NIM : 19/445099/HK/22113
Prodi : S1 HUKUM
DPA : Muhammad Fatahillah Akbar, S.H., LL.M.

No	Kode MK	Nama MK	SKS	Kelompok	Jenis	Ke	Nilai
1	HKU1114	Sikap Mental dan Etika Profesi Hukum Kelas: K-4	2	MPK	Wajib	1	A
2	HKU1111	Pengantar Ilmu Hukum Kelas: F	4	MKK	Wajib	1	A
3	HKU2107	Filsafat Hukum Kelas: F	2	MKK	Wajib	1	A/B
4	UNU1001	Pendidikan Agama Islam Kelas: B	2	MPK	Wajib	1	A
5	HKU1113	Ilmu Negara Kelas: C	2	MKK	Wajib	1	A-
6	HKU1112	Pengantar Hukum Indonesia Kelas: C	3	MKK	Wajib	1	A-
7	HKU1117	Kewarganegaraan Kelas: PKN(44)	2	MPK	Wajib	1	A
8	HKU1121	Hukum Tata Negara Kelas: E	4	MKK	Wajib	1	A/B
9	HKU1123	Hukum Lingkungan Kelas: C	3	MKK	Wajib	1	A
10	HKU1126	Hukum Internasional Kelas: B	4	MKK	Wajib	1	A-
11	HKU1124	Hukum Perdata Kelas: D	4	MKK	Wajib	1	A
12	HKU1122	Hukum Administrasi Negara Kelas: C	4	MKK	Wajib	1	A/B
13	HKU1125	Hukum Pidana Kelas: F	4	MKK	Wajib	1	B+
14	HKU1231	Hukum Agraria Kelas: D	3	MKK	Wajib	1	B+
15	HKU1232	Hukum Adat Kelas: A	2	MKK	Wajib	1	A/B
16	HKU1233	Hukum Dagang Kelas: B	4	MKK	Wajib	1	A/B
17	HKU1234	Hukum Islam Kelas: B	2	MKK	Wajib	1	A/B
18	HKU1235	Hukum Acara Pidana Kelas: B	3	MKK	Wajib	1	A
19	HKU1236	Hukum Konstitusi dan Peraturan Perundang- undangan Kelas: A	3	MKK	Wajib	1	A
20	HKU1237	Hukum Pengawasan Terhadap Aparatur Negara Kelas: A	2	MKK	Wajib	1	A
21	HKU1238	Hukum Organisasi Internasional Kelas: D	3	MKK	Wajib	1	A/B
22	HKU1370	Teknik Penyusunan Kontrak Kelas: D	2	MPB	Wajib	1	A-
23	HKU1242	Hukum Kekerabatan dan Perjanjian Adat Kelas: D	3	MKK	Wajib	1	A-

24	HKU1246	Hukum Pajak Kelas: B	4	MKK	Wajib	1	A
25	HKU1244	Hukum Keluarga dan Perjanjian Islam Kelas: C	3	MKK	Wajib	1	A/B
26	HKU1248	Hukum Pertanahan Kelas: A	3	MKK	Wajib	1	B
27	HKU1243	Hukum Perniagaan Internasional Kelas: A	3	MKK	Wajib	1	A-
28	HKU1241	Hukum Pidana Khusus Kelas: D	3	MKK	Wajib	1	A-
29	HKU1245	Hukum Acara Perdata Kelas: E	4	MKK	Wajib	1	A
30	HKU1247	Hukum Ketenagakerjaan Kelas: B	3	MKK	Wajib	1	A
31	HKU1351	Hukum Keluarga dan Hukum Harta Kekayaan Kelas: B	3	MKK	Wajib	1	A
32	HKU1356	Metodologi Penelitian Hukum Kelas: C	2	MPB	Wajib	1	A-
33	HKU1358	Hukum Antar Tata Hukum Kelas: A	2	MKK	Wajib	1	A/B
34	HKU1352	Hukum Konservasi Lingkungan Kelas: A	2	MKK	Wajib	1	A/B
35	HKU1362	PLKH Peradilan Perdata Kelas: B	4	MKB	Wajib	1	A
36	HKU1376	PLKH Peradilan Tata Usaha Negara Kelas: A	2	MPB	Pilihan	1	A
37	HKU1355	Hukum dan Teknologi Kelas: A	2	MKK	Wajib	1	A-
38	HKU1116	Pendidikan Pancasila Kelas: PPS28	2	MPK	Wajib	2	A
39	HKU2060	Hukum Waris Menurut KUH Perdata Kelas: A	2	MKB	Wajib	1	A
40	HKU2154	Jaminan Khusus Kelas: A	2	MKB	Wajib	1	A
41	HKU2155	Hukum Badan Hukum Kelas: A	2	MKB	Wajib	1	A-
42	HKU2156	Aspek Keperdataan Hukum Kesehatan Kelas: A	2	MKB	Pilihan	1	A
43	HKU2157	Perjanjian Standar dan Perlindungan Konsumen Kelas: A	2	MKB	Wajib	1	A/B
44	HKU1366	PLKH Penyusunan Dokumen Perizinan Kelas: A	2	MKB	Pilihan	1	A/B
45	HKU1359	Perancangan Peraturan Perundang-undangan Kelas: A	2	MKB	Wajib	1	A-
46	HKU1361	PLKH Peradilan Pidana Kelas: B	4	MKB	Wajib	1	A
47	HKU1372	Hukum dan Hak Azasi Manusia Kelas: D	2	MKK	Wajib	1	A/B
48	HKU1239	Hukum dan Masyarakat Kelas: B	2	MKK	Wajib	1	A
49	HKU1368	PLKH Pembuatan Kontrak-Kontrak Dagang Kelas: B	2	MKB	Pilihan	1	B+
50	HKU2059	Perjanjian Jenis Baru Kelas: A	2	MKB	Wajib	1	A/B
51	HKU2061	Hukum Konstruksi Kelas: A	2	MKB	Wajib	1	B+
52	HKU1371	Hukum Pidana Internasional Kelas: C	2	MKK	Wajib	1	A-

53	UNU222001	KKN-PPM Kelas: KKN99	4	MPK	Wajib	1	A
54	UNU222002	Komunikasi Masyarakat Kelas: KKN99	2	MPK	Wajib	1	A-
55	UNU222004	Penerapan Manajemen Pengetahuan Kelas: KKN99	2	MPK	Wajib	1	A
56	HKU4099	Penulisan Hukum Kelas: A	4	MKB	Wajib	2	A
Jumlah SKS			151				

Indeks Prestasi Sementara (IPS): $16/4 = 4.00$

Indeks Prestasi Kumulatif (IPK): $566.75/151 = 3.75$

Mengetahui,

Koordinator Bidang Akademik dan Kemahasiswaan

 
Sanari Pranowo, S.H.
 196009241988031001



[B0-Transkrip Sementara]