

Covering Letter for Legal Training Contract

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Mr H. Guppy
Recruitment Partner
Tulkinghorns, Cooks Court
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Dear Mr Guppy

Further to your advertisement on, I should like to apply for a training contract starting in and enclose my CV.

I first became interested in law after talking to a local solicitor at a school careers fair, and was subsequently able to obtain a short work placement at his firm before beginning my studies at Kent. Although I found this placement very useful, I developed a strong interest in commercial law during my studies, which was confirmed by a vacation placement at last month, where I gained experience in the property and litigation departments. I plan to take modules in International Business Transactions and Banking Law in my final year.

I am therefore applying to commercial firms for training contracts and am particularly interested in as a medium-sized firm with a wide-ranging commercial practice and a variety of clients.

My non-law work experience has also been helpful in developing the skills that will be useful in a solicitor's career, in particular at last summer where, as one of a small team in a busy office, I gained a great deal of experience in assisting clients with their enquiries. This involved eliciting information from people over the phone, investigating the background to claims and liaising between clients and more senior members of staff. I learned to be both efficient and diplomatic and to handle a number of different tasks at the same time, and was invited to return to the firm this summer, where I shall be working until the end of August.

I would be available for interview at any time before the start of term on 26th September.

Yours sincerely

Lee Galligle