

Joanna White  
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John Smith  
City law firm  
4 Fleet Street  
London EC4A 9ZZ

Dear Mr. Smith,

I am writing to apply for a summer vacation scheme at *name of law firm* as advertised on your graduate recruitment website. I am currently in the second year of my law degree at Birmingham University. Please find my CV attached.

While at university I have sought out experience relevant to a career as a solicitor. I recently undertook a two-day insight placement at City law firm Tower & May. I shadowed a trainee in a property law seat and spoke with partners from other practice areas in order to broaden my knowledge of working as a solicitor. I was able to contrast this experience with my two-week placement at the high street firm Porters, in which I observed solicitors as they acted for local businesses who wanted to expand. My supervisor requested that I draw up a list of the relevant issues affecting a chain of vet surgeries purchasing another practice; I presented my findings to an associate and was commended for the commercial awareness I displayed in highlighting the potential disadvantages of the acquisition. After comparing these experiences with my time spent in open court sessions at Norfolk County Court, I have determined that I would be most suited to a career at a City law firm and am now seeking experience in this environment.

I am particularly interested in multi-jurisdictional mergers and acquisitions and have been following the expansion of UK law firms into new territories, such as Australia and Morocco, in recent months. I have spoken to solicitors from your firm in this field at graduate recruitment events and, for this reason, I am very interested to find out more about your firm's M&A seat and would like to speak with your current trainees about their experience of working with overseas offices. I believe that my language skills in French and Spanish will benefit me when dealing when dealing with colleagues in your French and Spanish offices.

My ability to work well with clients has been enhanced by my time working as a customer services assistant at Sainsbury's – my ability to build a rapport with customers earned me a quick promotion. I have put this skill to good use in my role as student manager of the university legal advice clinic, in which I persuade local law firms to supply solicitors. In my role as president of the university law society, I have arranged guest speakers including Peter Lodder QC. By collaborating with other members of the Law Society committee, my colleagues and I increased the society's membership by 30 per cent within six months.

I am available for interview at any time and look forward very much to your response.

Yours sincerely,

Joanna White