

Joanna White  
20 Wellington Heights  
Norfolk  
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John Smith  
The Big City law firm  
4 Fleet Street  
London  
EC4A 9ZZ

Dear Mr. Smith,

I am a second-year law student at Birmingham University writing to apply for a summer vacation scheme at The Big City law firm as advertised on targetjobs.co.uk. As requested in the advert, I have attached my CV to this email.

I am passionate about law and have sought out experience relevant to a career as a solicitor during my time at university. I recently undertook a two-day insight placement at the commercial City firm Tower & May LLP. I shadowed a trainee who was undertaking their property law seat and had the opportunity to speak with partners from other practice areas in order to broaden my knowledge of working as a solicitor. I was able to contrast this large firm experience with my two-week placement at the high street firm Porters, during which I observed solicitors as they acted for local businesses that wanted to expand. My supervisor requested that I draw up a list of the relevant issues affecting a chain of vet surgeries that was undertaking the purchase of 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 both of these experiences with my time spent in open court sessions at Norfolk County Court watching barristers practise advocacy, I have determined that I would be most suited to a career as a solicitor at a City law firm and am now seeking more experience in this environment.

I am particularly interested in multi-jurisdictional mergers and acquisitions and have been following the expansion of some of the major UK-based law firms into new territories, such as Asia and South America, in recent months. I have contacted some of your trainees on LinkedIn and was lucky enough to meet some of the associates from your firm at some graduate recruitment events on campus. They were so friendly and enthusiastic about their work that it prompted me to research more about The Big City firm and sparked an interest in the M&A work that you do. I would love an opportunity to speak further with your current trainees about their experiences of M&A and what it is like working with your overseas offices. As you can see from my CV, I have some proficiency with languages and hope that my skills in French and Spanish might benefit me when dealing with colleagues in your offices in Europe.

I have an ability to work well with clients that has been enhanced by my time working as a customer services assistant at Sainsbury's – my ability to build a rapport with customers and 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 persuaded 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 university Law Society committee, my colleagues and I increased the society's membership by 30% within six months.

Thank you very much for taking the time to read this. I am available for interview at any time and look forward very much to your response.

Yours sincerely,

Joanna White