

# Sample Cover Letter – Law (Clerkships)

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21 Lister Lane  
Springvale, VIC 3171  
0431 234 999  
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24 May 2011

Ms Antonia Wilder  
Graduate Recruitment Manager  
Lawyers Plus  
424 Collins Street  
Melbourne VIC 3000

Dear Ms Wilder

Re: Application for Seasonal Clerkship 2012

Please accept my application for a seasonal clerkship position at Lawyers Plus for 2012 as advertised on your website cvmail.com.au. I am in my fourth year of combined Commerce (Banking and Finance) and Law degrees at Monash University and have a strong interest in Corporation Law borne out by my record, including of 80% in Property Law and 74% in Insurance Law.

I first become aware of Lawyers Plus when following your effective involvement in the Quarell v Healy LTD (2009) case in the Supreme Court of Victoria, as this case involved Securities Law which is a significant interest of mine. In addition to your association with Securities Law, I am impressed by Lawyers Plus diversity and range of practice which is so well known within the Finance industry.

I believe that I have been able to develop professional skills during my voluntary and casual work that are both relevant and transferable to legal practice. Some key aspects of my experience are:

- Initiative, attention to detail and team work capabilities as shown by organising a Charity Basketball Match last year which raised \$10,000,
- Work at the Springvale Community Legal Centre for the last three years which honed my legal knowledge, attention to detail and ability to support my decisions.
- Two years of part-time work as an Office Assistant working with clients' production orders which increased my ability to deal with people from a wide range of circumstances in a professional manner.

I would welcome the opportunity to discuss my application and prospects further with you, I can be contacted on 0431 234 999

Yours sincerely,

Jenny Courthouse