

## Cover Letter – Work Experience (Law)

Dear

Further to our telephone conversation yesterday I enclose my CV for your consideration. I am currently in the second year of the LLB Hons and I am writing to you regarding the possibility of a work experience placement in the summer. I am keen to secure as wide a range of legal work experience as possible before commencing the Legal Practice Course in 2017.

The main attraction of Smith Jones, in addition to it being a well-established High Street practice, is the fact that you specialise in criminal law, an area that is of particular interest to me. As a Law undergraduate I believe I possess a range of skills and experience that will allow me to make a valuable contribution to your firm over the summer. I have had previous work experience with the Crown Prosecution Service and I am about to undertake volunteer training as an adviser with the Citizens Advice Bureau. I also have excellent IT skills and I am willing to undertake any basic administration or reception duties that may be required of me. In addition, my part-time job has significantly developed my skills in dealing with people, handling challenging situations and working under pressure.

I am confident that you could provide me with excellent work experience in a stimulating environment. In return I believe I can offer you my enthusiasm, willingness and energy.

I am available for interview at your convenience and I look forward to hearing from you.

Yours sincerely

A Student