

Sample Cover Letter – Law (Clerkships)

21 Lister Lane
Springvale, VIC 3171
0431 234 999
jcou1@student.monash.edu.au

DO NOT COPY: You are advised not to copy this sample, but to use it to generate ideas to create your own document.

24 July 2015

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

Dear Ms Wilder

Re: Application for Seasonal Clerkship 2015/6

Please accept my application for a seasonal clerkship position at Lawyers Plus for any of your clerkship periods in Summer 2015/6 or Winter 2016, as advertised on your website and in the Monash University LSS Careers Guide. I am in my fourth year of combined Commerce (Banking and Finance) and Law degrees at Monash University and have a strong interest in Corporate Law an interest which is substantiated by strong marks borne out by my record, including of 80% in Property Law and 74% in Insurance Law.

I have chosen to apply to Lawyers Plus as I am enthused by your Values statement and the subject of many of your higher profile cases attracted my strong attention. That is, I learnt more of Lawyers Plus earlier this year when following your effective involvement in the Quarell v Healy LTD (2011) case in the Supreme Court of Victoria, as this case involved Securities Law which is a significant interest of mine and in which unit I excelled by achieving a 78% mark.

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 and which meet the key requirements of your firm. Some aspects of my experience are:

- Initiative, attention to detail and team work capabilities as shown by organising a R U OK Day 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.

Thank you for your time and consideration, 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

Lawyers Plus: Seasonal Clerkships 2015/6

Lawyers Plus is seeking highly motivated law students to join the firm in Summer 2015 or Winter 2016. Lawyers Plus is a corporate mid tier firm with over 20 partners, with a Securities and Taxation Law focus.

The successful clerks will meet the following criteria;

- Strong academic record
- In their penultimate year of study
- Initiative and attention to detail
- Able to work as part of a professional team
- Experience dealing with different groups of people
- Combined Finance/Law degree is highly desirable
- Interest in Securities Law would be advantageous

To be considered for a Seasonal Clerkship with Lawyers Plus, please submit your resume and outline your suitability and Seasonal Clerkship preference in a letter addressed to:

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