

## Covering letter for work experience

Here's an example from Meredith, starting out in her career, and seeking work experience:

Meredith Diaz  
78 Aston Street  
Coventry  
ZX42 6XY  
07321 496284

Mrs A Sherman  
Partner  
Sherman & Wilkes  
3 Royal Street  
Coventry  
ZX38 5PS

[Date]

Dear Mrs Sherman,

I am writing to you to enquire about the availability of work experience at your legal practice in the near future.

I am due to complete my Bachelor of Laws (Honours) (LLB) with The Open University in the next two years and am looking to enhance my experience by gaining a short work placement (one or two weeks) during the summer period (June–August).

In the longer term, my ambition is to train as a solicitor.

I am interested in the aspects of legal work which Sherman & Wilkes can offer, particularly probate and conveyancing and the range of clients with whom you deal. I feel that a short placement with your firm would provide me with an excellent insight into these areas of work. As a Chambers UK and Legal 500 ranked firm, I'd regard the opportunity to learn from the experience and skill of your team, hugely valuable.

I feel that my previous work experience has equipped me with relevant insights and skills which will be useful to me in a legal career. I completed a short placement with a local solicitor last year which gave me exposure to the structure of work and training, and what cases and transactions involve. Prior to this, I took a vacation role in the Social Services department of a local authority, where I prepared case files and was able to shadow client interviews to gain insights into their personal circumstances and needs. I would be keen in my next placement to shadow lawyers, sit in on client meetings, and gain a better understanding of the skills and qualities your firm values.

I have enclosed my CV, which I hope will be of interest to you and would welcome the opportunity to speak to you further about this.

I look forward to hearing from you in the near future.

Yours sincerely,

Meredith Diaz