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[date]

Ms Annabel Jones

HR Manager
Legal Matters Associates
Level 100 Borrowing Place
1 Samly Street
Melbourne VIC 3000

Dear Ms Jones

Re: Graduate Program, Legal Matters Associates

Please accept this letter, and the accompanying resume and academic transcript as application for the graduate program advertised on your website.

I graduated in 2007 with a Commerce/Law degree from the University of Mountainville and have legal experience gained working as a volunteer and as a summer clerk.

I recently completed a summer clerkship in the property and corporate division of The Lawyers Firm. In each division, I assisted senior associates and junior lawyers in the running of files for major private sector and government clients. This experience developed my research, drafting and analytical skills, as well as my knowledge of relevant property and contract law. It gave me the opportunity to work autonomously on smaller matters and as part of a team on more complex files. During the three months of my clerkship, I was able to foster successful working relationships with colleagues and the firm's clients.