My address
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Employer’s address
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 Today’s date

Dear Mr Smith,

I am currently a final year LLB Law student at Cardiff University, expecting to graduate with a high 2:1 in summer 2024. I am very interested in the 2026 Training Contract opportunities with ACE Solicitors as advertised on your website.

I recently attended the Legal Cheek Virtual Law Fair and had the chance to meet members of the ACE team and learn more about the firm’s practice areas, culture and pro bono work. I am particularly attracted by the firm’s work in Innovation and Technology, having developed my interest in this area through a final year module on Legal Tech. I am actively following developments in AI and ways in which it will streamline legal research, due diligence and contract review work, improve efficiency and reduce costs, ultimately benefiting law firm clients.

ACE’s work with clients in over 50 countries captured my attention. I have grown up with friends from all over the world which developed my interest in other cultures. This interest has shaped many of the decisions I’ve made including taking part in Cardiff University’s pro bono project which was centred around human rights violations at a gold mine in Tanzania. The room-sharing model and non-hierarchical approach at ACE attracts me, because I enjoy solving problems and have found that the best way to come up with solutions is to work with people with a range of different experiences. In my previous paralegal role with XYZ Law I enjoyed learning from conversations I heard in the office. I developed strong working relationships based on mutual trust and would like to do the same during my training contract. The firm’s commitment to diversity and inclusion really struck me at the Virtual Law Fair. As a member of the BAME community, it’s important for me to be able to work for a firm which celebrates, rather than tolerates diversity. ACE’s decision to be proactively anti-racist, and its commitment to a range of anti-racism pro bono activities demonstrates that the firm is putting its values into practice.

As you will see from my CV, I completed a work placement with BEST LLP in the summer of 2023 where I was able to shadow trainees and associates, gaining an insight into their work including research tasks, drafting documents and meetings with clients. This experience coupled with previous shadowing opportunities in a regional practice and a high street firm have confirmed for me that working in a larger firm best suits my interests and strengths. I have developed strong time management and communication skills through my part time work in the Student’s Union Bar and am confident that I can apply my customer service and listening skills developed through volunteer work with Citizens’ Advice to client facing work at ACE. I am a keen sports person and enjoy playing for the Law rugby team (and my home club whenever possible). Involvement in sport has taught me the importance of working as a team, motivating myself and others and being reliable through committing to regular training and fixtures. I believe these qualities will help me to succeed in a law career.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,