

John Smith
123 Alexander Street
London
WC1 1XR
Telephone: 020 7123 4567
Email: smith@hotmail.com

Mrs A. Graham
Brayton Solicitors LLP
23 – 25 Wardour Street
London
WC2 2RU

1 July 2007

Dear Mrs Graham,

Application for a training contract

I am writing to apply for a training contract commencing in September 2007, further to your recent advertisement in the Law Society Gazette. Please find enclosed a copy of my Curriculum Vitae.

I am currently completing the Legal Practice Course at the College of Law, London. In July 2006, I obtained a 2.1 in Law from Nottingham University. My electives are Employment Law, Commercial Law and Commercial Litigation and this reflects my interest in the interaction of employment and commercial law.

I wish to undertake my training contract with Brayton Solicitors LLP as the Chambers Guide to the Legal Profession recommends you as a leading firm in the field of employment law.

Last August, I spent one month working in the employment department of Smith Lewington on a summer placement. I conducted research for fee earners, took notes of meetings with clients and attended Employment Tribunal hearings. The placement gave me practical experience of work as a solicitor. My proficiency in these tasks led the firm to invite me back this March/April.

I look forward to hearing from you in due course.

Yours sincerely,

John Smith

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