

[Find a Course](#)[Course Providers](#)[Career Hub](#)[Select Industry](#)

Search for a course...

[Home](#) > [Careers](#) > [Sample Resumes & Cover Letters](#) > Law graduate cover letter

Law graduate cover letter

This free sample cover letter for a law graduate has an accompanying [law graduate sample resume](#) and [law graduate sample job ad](#) to help you put together a winning job application.

James Smith

34 Miller Street

Mountains VIC 3333

Tel: 03 8888 5555

Mobile: 0555 555 555

Email: James.Smith@email.com

[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.

My practical legal skills have also developed as a result of my work as a volunteer at the Matthew Legal Centre. Working one evening each week since March 2004, I interview clients, draft legal documents, manage multiple files and prepare briefs for counsel. In addition to increasing my understanding of the legal problems that affect ordinary people, in the areas of consumer credit, tenancy and criminal law, my experience at the centre developed my attention to detail and understanding of a client's problem before attempting to provide a legal opinion and strategy for resolution.

I have excellent oral and written communication skills. I was captain of the successful mooting team at university, have contributed articles to university newspapers and presented workshops to clients on understanding their legal rights at the Matthew

Legal Centre. I was President of the university law society in 2006, Community Ambassador for the Kids off the Street Project in 2005 and I was awarded the University Medal for achieving the highest result for the subject Real Property Law for 2006.

I am interested in a legal career at Legal Matters Associates because of the firm's reputation for providing high quality legal advice, its diverse blue chip client base and its commitment to service. I would love to be part of an innovative and growing firm that values initiative and hard work.

My resume and an official transcript of my academic results are enclosed. I look forward to being able to discuss the graduate lawyer program further at an interview.

Yours sincerely

[sign here]

James Smith

Subscribe to get this template for free!

[Send me the PDF template](#)

[Send me the Word template](#)

Take your job search to the next level



Resume tips



Interview tips

0 Comments

Career FAQs

 Login ▾

 Recommend

 Share

Sort by Best ▾



Start the discussion...

Be the first to comment.

 [Subscribe](#)  [Add Disqus to your site](#)  [Add Disqus](#)  [Privacy](#)

Popular career searches

law firm cover letter - nursing graduate cover letter - accounting graduate cover letter - cover letter law firm - cover letter for a law firm

Popular Course Searches

cert iv in legal services - certificate iv in legal services victoria - cert iv legal services - juris doctor online australia
 - certificate iv in legal services online sydney australia - study bachelor of law externally - certificate iv in legal services online qld
 - certificate iv in legal services australia distance learning - certificate iv in legal services in victoria - juris doctor in australia
 - certificate 4 in legal services - government funded law courses online - government funded law courses qld
 - government funded law courses brisbane - law courses new south wales

Resources

Resume Tips
 Resignation Templates
 Job Interview Questions
 Industry Resources
 Job Hunting Tips

Study Tips
 Course FAQs
 Ask Jo
 Private Courses

About us

Who We Are
 Contact Us
 Promote Your Courses
 Partner Quality Assurance
 Scholarship
 Write For Us

Find us on



Sign up to our Newsletter

Email

Please view our [privacy policy](#)

Subscribe

Disclaimer: Career FAQs Pty Ltd ABN 39 299 617 067 (Career FAQs) markets the education and training services of a range of Australian tertiary course providers, and receives a commission from them for each prospective student. Career FAQs is not an education provider. All material and information regarding our education providers and their courses – on our site, via email, or over the phone – is delivered through our capacity as their agent. The material shared with you on the website is provided as general information only. It is not intended as professional advice, and should not be taken as such. All information is provided in good faith, and is believed to be accurate and current as at the date of publication. However, Career FAQs provides no guarantee that any information or material on the website, or linked websites, will be accurate or complete. Please see our [privacy policy](#) for more information.

© Career FAQs 2017 | [Privacy Policy](#) | [Terms of Use](#)