

## A worked example of a cover letter

**THE OPENING** – Start by politely introducing yourself and say what your current position is. Then explain the purpose of your letter/email. For example, you could start your letter using the following language:

*Dear [INSERT NAME]*

*I trust my email finds you well.*

*My name is [INSERT YOUR NAME] and I am currently a Solicitors Qualifying Exam (SQE) Prep Student with BARBRI and due to sit my SQE1 assessment in November 2021.*

*[I am writing to express an interest in applying for the paralegal role in your [INSERT PRACTICE AREA] department as advertised on [Totally.com].]*

OR

*[I would eventually like to qualify as a solicitor specialising in [INSERT PRACTICE AREA] and am actively looking qualifying work experience opportunities.]*

**WHY THEM?** – Make it clear why you are applying to a particular firm or in-house legal department. Draw on their reputation/rankings, strengths, quality of work etc. and match it to your interests, longer-term career goals and any experience you have already gained in previous roles. For example, you could start your letter using the following language:

*[I am particularly interested in joining [INSERT FIRM NAME] as paralegal because of your excellent reputation in handling big-ticket private equity work for high-profile clients such as Blackstone and KKR. I would also prefer to progress my career within a smaller environment as this will give me more client exposure as well as enable me to take on greater levels of responsibility.]*

**WHY YOU?** – Sell yourself by highlighting previous relevant experience but avoiding regurgitating the entire content of your CV. Additionally, refer the reader to your key competencies, remembering to match these to closely to those the employer is looking for in the job advertisement. And do not forget to include solid examples of how these have been deployed during previous work experience, or via your studies and extra-curricular activities. For example, you could use the following language:

*[As you will see from my attached CV, I have already gained significant experience within the private equity sector having previously worked in the compliance team at [INSERT COMPANY NAME]. In that role my day-to-day responsibilities included: [INSERT DETAILS].*

**THE ENDING** – Close the letter by thanking the reader for their time and say you look forward to hearing their response. For example, you could use the following language:

*[Thank you in advance for considering my application and please let me know if you would like any further information. Otherwise, I look forward to hearing your feedback as soon as possible.]*