

Terry Akwesi

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Paulette Jones
XYZ LLP
Location

21 Month, 202X

RE: ARTICLING STUDENT (Ref. #: 123456)

Dear Ms. Jones,

For the past 9 months I have been volunteering with Bro Bono Law Calgary. One of the lawyers I support, Jenny Smith, is an associate with your firm. She and I have spoken at length about XYZ LLP and what a great place it is to work. I am particularly drawn to the fact that it is a smaller office with a strong presence in corporate and commercial law; I prefer working in a friendly atmosphere where colleagues know each other, and have a strong desire to practice in corporate law with a focus on contracts and regulatory compliance. I was thus excited to find your job posting for an Articling Student this morning, and am enthusiastically submitting my application for the 1022-23 term.

Reviewing the job posting, I see an excellent match between the articling position requirements and my background and skills. To summarize:

- **Prerequisite legal education:** I earned my LL.B and LL.M degrees in the UK in 2014 and 2016, and my Certificate of Qualifications (CQ) from the Federation of Law Societies of Canada in 2020. I am currently enrolled as a student in the Practice Readiness Education Program (PREP), with expected completion this fall.
- **Customer service experience:** After passing the Bar in Ghana, I worked two years as a Legal and Admin. Officer for an Elevator supply company. I oversaw scheduling and payment of contractors, along with payroll for employees and liaison with our bank, with a strong focus on communication and problem solving with internal and external stakeholders.
- **Community involvement in legal contexts:** As mentioned, I have been volunteering with Pro Bono Law Calgary since September of 2021. This role has helped me understand the legal process for those most in need of support, and allowed me to enhance my entry-level legal skills like client interviewing, record keeping and research.

I look forward to meeting with you in an interview to discuss my experience and skills, and how I can contribute to legal excellence, teamwork and firm success with XYZ LLP.

Kind regards,

Terry Akwesi

Encl: Resume