

[Your Name]
[Your Address Line 1]
[Your Address Line 2]
[Your City]
[Your Postcode]

[Date]

[Firm Contact]
[Firm Name]
[Firm Address]
[Firm City]
[Firm Postcode]

Dear Sir or Madam: (Amend as appropriate.)

[Who are you? E.g. Fourth/Third Year Law Student at the University of X]

[What do you want? E.g. to apply for a traineeship/summer work experience with your firm X commencing in September 200X/during the summer months of this year]

[Optional: Why do you want this firm? Were you at their open day? Did you do a summer placement there? Have you heard good things? Are there particular areas, which you would like to go into? (This doesn't have to be here and if it is then it doesn't have to be very long.)]

[What are you sending them? E.g. completed application form, CV, passport sized photograph.]

[I look forward to hearing from you. (Or other such pleasantries.)]

Sincerely,

[Your Name]

Enc. (Add this if you are sending anything with this letter.)

The above letter is only intended as a rough guide for those who want it. Feel free to add to it and alter it in anyway. Don't worry about it too much, as many firms will in all likelihood ignore the covering letter completely. I suggest going into the 'File' Menu in Word, selecting 'New' and then 'Letters & Faxes'. Then pick the format you want. The format above is from the Professional Letter Template.