

Chapter 14: Exercise

Read the application letter below and answer the questions on it.

14 Grenville Road
Coventry
CV1 5PT

27 May 20__

Mr J C Norton
Thompson & Grimes
35 Anfield Way
Coventry
CV1 9RS

Dear Mr Norton

I am writing to you on the recommendation of Jill Masterton, an assistant solicitor in your commercial litigation department.

I am at present employed as a trainee at Burns, Gartner & Co in Warwick. My training contract is due to finish in September of this year, and I am seeking a post as an assistant solicitor. During the course of my training contract I have gained experience in various types of commercial work, including company commercial, commercial litigation and commercial property. I am keen to specialise in commercial property in my future career and am particularly interested in applying to your firm since I am aware that the firm has a strong national reputation in this area of work and is seeking to expand its commercial property team.

I am a strongly motivated person with good academic credentials. I graduated in law from Southampton University with a 2:1 and speak fluent German and French. During the course of my training contract I have handled a number of important commercial property cases on my own, and have particular experience in drafting commercial leases and options. I have also co-written articles on commercial leases which have appeared in Legal News, and have assisted in creating a library of commercial precedents for in-house use at my present firm.

I would be grateful if you could send me an application form and further information about the posts currently available. If you require any further information, I can be contacted by email on james.thorne@aatco.co.uk or telephone on 056 768 9221.

Yours sincerely

James Thorne

Questions

(1) How did James Thorne hear about Thompson & Grimes?

- (2) What is his present position and what does he do?
- (3) What are his qualifications?
- (4) Why does he want to work for Thompson & Grimes?
- (5) What experience does he have that is particularly relevant to the post he is seeking?

Suggested answers

- (1) He heard about the firm through Jill Masterton, an assistant solicitor in the firm's commercial litigation department.
- (2) He is a trainee solicitor at Burns, Gartner and Co in Warwick.
- (3) He has an upper second class (2:1) law degree from Southampton University.
- (4) He wishes to specialise in commercial property and is interested in applying to Thompson & Grimes because he knows that the firm has a strong national reputation in this area and is seeking to expand its commercial property team.
- (5) He has handled a number of important commercial property cases on his own and has experience in drafting commercial leases and options. He has also co-written articles on commercial leases that have appeared in Legal News, and helped create a library of commercial precedents for in-house use.