Cecilia Fourie

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Dear Sirs,

As a fresh undergraduate and current postgraduate I am keen to secure a training contract in a commercial law firm for September 2017. Given my skill set and experience and dedication to pursuing a career in commercial law a firm such as yours would be a perfect fit.

My Masters is focused in particular on financial and tax related law. I find the challenging nature and technical analytical side of commercial law to be quite motivating and enjoyable.

I understand that being a team player is of vital importance to any law firm. I have participated in various projects and work situation that require a high level of team work and I am confident in my ability to work as part of a team. As part of my HND in Applied Biology, we were required to teach laboratory experiments to secondary school students twice a day for a week. We were required to work in a team of five and prepare everything ourselves. Given the nature of the project team work was vital to the success of the week.

Furthermore, I am confident in my ability to communicate with both clients and colleagues in respectful and approachable manner. Having worked in retail and as a legal intern, I have been exposed to communicating with clients and colleagues on a daily basis and fully understand the significance of proper communication. Also, being actively encourage to communicate with the Partner in the solicitor’s office I have been able to complete work to a very high standard with ease.

Given that I worked as an intern in a small Firm I was exposed to a wide variety of legal areas and procured many skills that would be of great benefit to me as a trainee. As part of my internship to date I have attended both District and Circuit Court hearings on various occasions with clients and Counsel, compiled Injury Board Applications, prepared and drafted contracts for sale, various scheduling of Title deeds, communicating by phone, letters and email to both clients, other party solicitors, injury board and data protection commissioner. Other task entrusted on me include opening and updating files on the system(Cortbas), filing proceedings, filing probate application and preparing and registering Enduring Power of Attorney with the Ward of Court.

Sincerely,

Cecilia Fourie