Unit 3 B: Areas of company law

Peter Hapworth saw the advertisement and wrote a letter to Fiona Bailey. Peter's letter is mixed up. Put the parts of the letter in the correct order by writing your answers in the boxes numbered 2-9 below. There is an example at the beginning.

14 Gilbert Street
Chatsworth
CH7 5KL

Ms Fiona Bailey
Ellson Garwood LLP
The Parade
Chatsworth
CH1 6FP

24 July 20XX

(a) Upon qualification, Hedgsons offered me a position in the company law department. I now have eighteen months' PQE, specialising in this area. I have an excellent working relationship both with clients and other members of the company department team.

(b) **Position of Company Lawyer**

(c) I look forward to hearing from you.

(d) Following successful completion of the Legal Practice Course at Oxton, I undertook my training contract with Hedgsons LLP. I gained experience in civil litigation, banking, property, and company law.

(e) Dear Ms Bailey

(f) Peter Hapworth

(g) I read your advertisement for a company lawyer in the Legal Gazette (20 July 200X) with interest. I would like to apply for this position.

(h) Yours sincerely

(i) Whilst I enjoy my current position, I believe that Ellson Garwood would offer a wider client base and that I could acquire further skills and experience. I enclose my C.V. for your information and would welcome the opportunity to meet you. I am able to attend an interview next month.

1. e	2.	3.	4.	5.	6.	7.	8.	9.

LIVEWORKSHEETS