

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.

<p>Ms Fiona Bailey Elson Garwood LLP The Parade Chatsworth CH1 6FP</p> <p>(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.</p> <p>(b) Position of Company Lawyer</p> <p>(c) I look forward to hearing from you.</p> <p>(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.</p> <p>(e) Dear Ms Bailey</p> <p>(f) Peter Hapworth</p> <p>(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.</p> <p>(h) Yours sincerely</p> <p>(i) Whilst I enjoy my current position, I believe that Elson 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.</p>	<p>14 Gilbert Street Chatsworth CH7 5KL</p> <p>24 July 200X</p>
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