

### 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.

|                                                                                                                                                                                                                                                                                                 |                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Ms Fiona Bailey<br>Elson Garwood LLP<br>The Parade<br>Chatsworth<br>CH1 6FP                                                                                                                                                                                                                     | 14 Gilbert Street<br>Chatsworth<br>CH7 5KL<br>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) <b>Position of Company Lawyer</b>                                                                                                                                                                                                                                                           |                                                            |
| (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 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. |                                                            |

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