20/06/2020

Raghvendra Kumar

+91 7903775870

raghvendra@indianlegalsolution.com

BA LLB (Hons)

LinkedIn (Attach Your Link)

Respected Sir/ Ma’am,

This letter is to express my keen interest in the summer online internship at Indian Legal Solution which has been posted and advertised online on indianlegalsolution.com. I believe that I’m fully qualified and possess everything needed for this position, and therefore I’m submitting my application today.  (In this Para, write about the organization details)

I’m a law graduate from student at Symbiosis Law School, Pune (2015-21). There I’ have had a chance to learn and gain expertise in different areas of law which has helped me to significantly improve my time management skills and research and drafting abilities.

Besides, I have working experience as legal intern at PUCL, Australia; with Lawyers at Jaipur as well as Jodhpur High Court and learnt the basic drafting under their tutelage.

(In middle part, write how you can help the company to achieve its goal and showcase your talents)

I am sure interning at a prestigious organization like yours will help me further improve upon my skills. Given my prior experience and interest in legal field I assure you that I’ll be able to contribute immensely towards your practice.

I’m here by attaching my CV and writing sample for your kind perusal and will be grateful if I am given an opportunity to intern at your firm. Please let me know if you require anything else as a part of internship application. I look forward to hearing back from you soon. Thank you for your time and consideration.

Yours Sincerely,

Raghvendra