Oliver Bamford
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14 October 2026

Ms Rachel Thornbury
Graduate Recruitment Manager
Calverley Ash LLP
Aire Quay House, Canal Wharf
Leeds LS11 5ZQ

Dear Ms Thornbury

Summer vacation scheme 2027

I am applying for a place on your summer 2027 vacation scheme. I am in the second year of an LLB at the University of Pennine Vale, with a first-year average of 68 and my best marks in Contract Law (72) and Public Law (70).

Since October 2025 I have volunteered at the university law clinic. I interview clients about housing disrepair and unpaid wages, take attendance notes and draft a first advice letter, which the supervising solicitor checks before it is sent. It has taught me to get the facts in order before I look for the law.

During an insight week at Hartley Quayle I shadowed a trainee in real estate and wrote a research note on break clauses, which made me want to see commercial property work from inside a firm. Your real estate seat on the scheme, and the firm’s work on city-centre regeneration, are why I am applying to you.

I have worked 16 hours a week at Fairfield Supermarket since 2023, alongside my studies, and I am trusted to cover the cash office. My CV is attached. Thank you for considering my application.

Yours sincerely

Oliver Bamford