31ST AUGUST, 2026.

THE HEAD OF CHAMBERS

FITCH ATTORNEYS

32 HACKMAN OWUSU AGYEMAN ST,

EAST LEGON, ACCRA

Dear Sir/madam,

I am writing to apply for a pupillage placement in your reputable firm. Having recently completed my Professional Law Course, I am eager to join your firm, which I believe offers an exceptional environment to further develop and sharpen my skills.

Through my experiences as a legal intern with Attorney General department Kumasi and the Circuit Court KMA, I have gained practical training in areas such as criminal procedure, drafting and legal research.

These tasks strengthened my research and analytical skills while teaching me the importance of accuracy and attention to detail in professional legal work. Collaborating with colleagues and supervisors also sharpened my ability to work effectively in a team. Most importantly I was able to train myself to learn quickly and to be punctual.

Beyond my internships, I have held various leadership roles which have honed my multitasking and time management abilities. Balancing these leadership responsibilities with the demands of law school equipped me with strong organizational skills.

Taken together, these experiences have given me a well-rounded foundation in legal research, drafting, collaboration, leadership, and advocacy. I am inspired by your firm's forward-thinking approach and dedication to diversity. It is my dream to get hands on experience in the various sectors such as corporate and commercial law, energy and natural resources and tax advisory which your firm has an expertise in.

I firmly believe your firm offers an ideal environment to advance both professionally and personally.

I would greatly value the opportunity to refine my skills in a setting that champions professional growth and excellence in legal practice.

Enclosed are my CV and transcripts for your consideration. I sincerely apologise for submitting only my part two transcript, unfortunately the school has still not made my part one transcript available. Upon receipt of it, I would immediately submit it.

Thank you for reviewing my application.

Sincerely,

ISABELLA PEASAH OFOSUHENE
0553599022