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The Managing Partner
Fitch Attorneys
16 Dei Street,
East Legon,Accra-Ghana

28th August,2026

Dear Sir,

RE: APPLICATION FOR PUPILLAGE

I am a final-year professional law student at the Ghana School of Law with a strong interest in legal practice and a particular commitment to developing my skills in legal research, analysis and advocacy. I am writing to apply for a pupillage position at Fitch Attorneys. My academic training, combined with practical experience in law firms and courts, has given me a strong foundation on which I hope to build through pupillage.

I obtained my Bachelor of Laws (LLB) from the University of Professional Studies, Accra, and I am currently pursuing my professional law training at the Ghana School of Law. Throughout my legal education, I have actively sought opportunities to complement my academic knowledge with practical experience. My internships at the High Court Complex in Accra, Kulendi@Law, Amoako Adjei Law Consult and the Circuit Court in Takoradi have exposed me to different aspects of legal practice, including legal research, case preparation, drafting, courtroom procedure and professional collaboration.

My experience at the High Court Complex, Accra was particularly valuable to my development as a prospective advocate. I conducted targeted research into statutory provisions and case law for the supervising judge and observed courtroom proceedings on a regular basis. This experience strengthened my appreciation of the importance of careful preparation, precise legal reasoning and effective presentation in the resolution of disputes. It also gave me a practical understanding of the relationship between legal research, advocacy and judicial decision-making.

At Kulendi@Law, I worked with lawyers on legal research and the preparation of legal materials, assisted with drafting and editing substantive documents and court briefs, and contributed to presentations on diverse legal topics. During my internship at Amoako Adjei Law Consult, I worked with senior associates on legal research across different areas of practice and

assisted with drafting legal instruments, case briefs and corporate correspondence. These experiences have strengthened my ability to analyse legal issues carefully, communicate my findings clearly and approach assigned work with attention to detail.

I have also sought opportunities to broaden my understanding of professional legal practice beyond my immediate environment. In September 2025, I participated in a job-shadowing programme at Webber Wentzel in South Africa, where I gained exposure to corporate legal practice and observed the professional standards expected within a leading legal environment. In addition, my participation in Public Advocacy Training organised by FALAS Ghana strengthened my confidence in oral presentation and advocacy.

I am particularly interested in joining Fitch Attorneys because I see pupillage as an important opportunity to translate my academic and practical training into competent professional practice. I would value the opportunity to learn from experienced practitioners, receive constructive guidance and contribute meaningfully to the work of the firm. I am diligent, receptive to feedback and committed to approaching every responsibility assigned to me with professionalism and a willingness to learn.

I would welcome the opportunity to bring my research ability, analytical approach, practical experience and enthusiasm for advocacy to Fitch Attorneys.I am confident that pupillage at the firm would provide an excellent environment in which to further develop my professional competence and prepare for a meaningful career at the Bar.

Thank you for considering my application. I have attached my CV for your review and would be pleased to discuss my application further.

Yours faithfully,
Francisca Nunoo