

Akua Serwaa Asante
19 Night Jar Road
Accra, Ghana.

Fitch Attorneys,
16 Dei Street,
East Legon,
Accra, Ghana.

Attention: The Managing Partner

Dear Madam,

APPLICATION FOR PUPILLAGE

I am writing to apply for pupillage at your prestigious firm. I am currently pursuing my Qualifying Certificate in Law (QCL) at the Ghana School of Law, having completed my LL.B at Kwame Nkrumah University of Science and Technology (KNUST).

I believe my experience in court administration, legal research and student leadership has equipped me with the discipline, attention to detail, and advocacy-adjacent skills required for pupillage.

During my time as a National Service Personnel at the Achimota District Court, I was responsible for maintaining accurate records of proceedings, managing case files and ensuring procedural compliance during hearings. The role demanded precise note-taking, legal research and the ability to work under pressure in a fast-paced environment.

As a Legal Intern at Kwame Gyan and Associates and KAB Legal Consult, I assisted with legal research, case file preparation and client correspondence. I was exposed to the drafting of legal documents and pleadings and liaising with clients under supervision. This experience strengthened my ability to distill complex information into clear, concise written work and reinforced my appreciation for thorough case preparation.

Prior to this, I served as General Secretary for Calvary Charismatic Centre and Charismatic Students' Union, St Louis Senior High School and the Dorm Co-ordinator for over a hundred (100) residents. In these roles I managed official correspondence, maintained occupancy and membership records, mediated disputes and co-ordinated logistics for multiple events.

These positions honed my leadership and organizational skills, communication under pressure and ability to liaise between parties with competing interests, all directly transferable to the demands of pupillage.

Most importantly, I would like to learn and practise the law in a progressive and well-structured firm and would like the opportunity to work on complex, multidisciplinary and cross-border commercial transactions.

I am confident that this combination of courtroom exposure, legal internship experience, leadership and hunger to learn have prepared me to handle the workload, standards of precision and responsibilities of the pupillage programme at AB and David.

I hope this application finds your most favourable consideration and approval.

I look forward to joining your prestigious organization

Yours sincerely,

.....

Akua Serwaa Asante