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**Morrison & Clarke
Solicitors**

Wallsall, WS1 3QO

York, 2 June 2026

Dear Hiring Manager,

I am writing to apply for the Junior Paralegal position at Morrison & Clarke Solicitors, as advertised on Indeed. I am a recent Law graduate from the University of Leeds, where I achieved a 2:1, and I am eager to begin my legal career with a forward-thinking firm like yours.

Throughout my degree, I developed a strong foundation in contract law, tort, and civil procedure. I also participated in the university's pro bono legal clinic, where I assisted in preparing initial client advice notes and researching case law under the supervision of qualified solicitors. This experience deepened my understanding of legal processes and gave me first-hand insight into the importance of accuracy, attention to detail, and client care in a legal setting.

Alongside my studies, I worked part-time as an administrative coordinator, where I developed strong organisational skills, experience managing confidential records, and the ability to prioritise effectively under pressure- relevant skills that translate directly to a paralegal support role.

I am particularly drawn to Morrison & Clarke because of your focus on employment law and your commitment to accessible legal services. I am excited about the opportunity to grow within a firm where I can develop my expertise while contributing meaningfully from day one.

Thank you for taking the time to consider my application. I would welcome the opportunity to discuss how my background and enthusiasm make me a strong candidate for this role.

Yours faithfully,
Timothy Day