

Dear Hiring Manager,

Re: Barristers' Clerk Position at 3 Bolt Court Chambers

I am writing to express my keen interest in the Barristers' Clerk role at 3 Bolt Court Chambers. With a background in law, administration, and client-facing roles, I bring a blend of organisational acumen, legal knowledge, and interpersonal skills that align seamlessly with the demands of this position. Your chambers' reputation for excellence across diverse practice areas, resonates strongly with my ambition to contribute to and grow within the legal sector.

My experience as an **Assistant Manager** at Harris and Hoole sharpened my administrative skills, including diary management, email correspondence, and minute-taking. I managed staff schedules, coordinated stock orders, and ensured compliance with operational policies, all while maintaining exceptional accuracy and attention to detail. These responsibilities parallel the tasks required in managing barristers' diaries, handling correspondence, and ensuring court bundles are prepared efficiently.

My legal education and work experiences have further honed my ability to prioritise and remain solutions focused. Completing my **Bachelor of Laws at the University of Birmingham**, alongside my **Level 2 Certificate and Diploma for Legal Secretaries at Epping College**, has provided a solid foundation in legal terminology, document drafting, proofreading, and minute-taking—skills I've consistently applied in professional settings.

In my role as a **Freelance Makeup Artist**, I managed client relationships with professionalism and empathy, scheduling consultations, tailoring services to individual needs, and negotiating mutually beneficial agreements. These experiences demanded meticulous time management, adaptability to last-minute changes, and clear communication—all vital skills for liaising with barristers, clients, and stakeholders.

I am particularly drawn to this role because of its potential to immerse me in the day-to-day operations of a dynamic legal environment while allowing me to contribute meaningfully to the success of your chambers. As someone committed to building a long-term career in the legal sector, I am excited about the opportunity to directly support barristers and contribute to the smooth running of your chambers.

I am the ideal candidate for this position because I combine proven administrative expertise with a proactive, client-focused approach. I am confident my skill set will ensure that the barristers I support can perform their roles efficiently, knowing all logistical and operational matters are handled effectively.

I would welcome the chance to discuss how my background and skills make me a strong fit for this role. Thank you for considering my application, and I look forward to the opportunity to contribute to the continued success of 3 Bolt Court Chambers.

Yours sincerely,
Shaunagh Thompson