

Samuel Harding
22 Pond Drive
Hemel Hempstead
Hertfordshire
HP2 1GH

14 March 200X

Name
Add1
Add2
Add3

Dear Name,

Ref: **XXXXXXXX**

I am writing with reference to the vacancy notice for the position of xxxxxxxx, and enclose my Curriculum Vitae for your consideration. I am a highly qualified legal professional, keen to apply my skills and experience to the benefit of your organisation. I am looking to secure a management consultancy assignment within corporate governance, to utilise over ten years of international experience in law and business consulting.

I have been working on international freelance consulting assignments since August 2005 with a variety of clients including **CDD Group, XYZ plc, ABC plc, TBA plc, OSS Construction, Wholesome Holdings and Australian Sugar Mills Limited.**

I am a strong multi-tasker who relishes challenging assignments and displays total flexibility. My communication and interpersonal skills have proven to be of a very high quality. I am diplomatic and good-humoured, maintaining a positive and supportive attitude with the ability to achieve desired results and perform very well under pressure.

Recent achievements include:

- Developed effective risk management tools to assist client in mitigating risk exposures and protecting operating margins.
- Developed grievance redress mechanisms, monitoring and evaluation plans and compensation strategy.
- Liaised with local government authorities, National Youth Service Corps, Local NGOs and mapped a Sustainable Community Development Plan.
- Led discussions on cross-border legal issues, governing laws, jurisdiction and repatriation of profits and tax.
- Formulated organisational structures and assisted business clients to implement and communicate strategy, allowing early identification of potential liabilities and legal aspects of risk management.
- Assisted in managing change and acted as a resource for resolving problems affecting the management of the legal group.

I am confident that my experience and abilities would provide a positive contribution within a consulting organisation such as yours. I would welcome the opportunity to discuss my interest as well as the productive approach I could offer further. Should you require any other information, please do not hesitate to contact me.

Yours sincerely

Samuel Harding