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To whom it may concern,

I am writing to apply for a possible vacancy in your office. I am looking for work opportunities in the legal sector as I am currently sitting my FE1 exams and am preparing for a career as a solicitor. I am highly motivated to work in any junior capacity tasks that may contribute to the smooth running of your practice.

Since graduating from Dublin City University, with a strong Second Class Honours, I have worked in different legal practices as a legal intern and legal secretary which has provided me with valuable insight into various areas of law. In particular sports law, personal injury, employer liability, conveyancing, probate, wills and administration of Estates. I'm currently working as a legal executive where I have been able to have a more impactful role with an increase in responsibilities.

I've grown up working in my family's successful uniform business, so am used to being privy to confidential business. My experience over the years has taught me the importance of autonomous hard work and solving issues in a timely manner. It has also instilled in me the need to constantly be busy with work. I've learnt no matter how big or small your role in a company there is always jobs seeking to be carried out, and this motivation is something I have with me in my work still today.

I'm accustomed to working in a busy atmosphere where issues need to be resolved in a timely manner. I feel I would be suitable for this role as I work well under pressure and during busy times, and am capable of applying knowledge learnt in the office, and from my studies, to my day to day work. I have proven myself to be an enthusiastic, efficient and strong worker, which has allowed me to help train in multiple new staff members and manage incoming deliveries. I'm motivated under pressure and have shown myself to be eager to meet a challenge. I feel you would benefit from my positive attitude, even when under pressure, high standards of good work quality and initiative for getting work completed in a timely manner.

I would love to become a part of your team this summer and further my experience in the legal world. I look forward to discussing my qualifications in further detail, and am available to talk at your soonest convenience.

Looking forward to hearing from you soon.

Yours faithfully,

Hannah Grant