

AN

Abbie Naylor

CONTACT



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Trainee Programme,

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Byrne Wallace Solicitors

Dear Sir/Madam,

I am writing to you regarding an application for a training contract at your firm. I am a reliable person, who has a professional, calm and honest approach to all work related matters. I applied for this job as I believe that I could make a huge difference to this firm. Not only this, but I believe that I could learn a lot from you and your colleagues.

I would be an asset to your company, as I am a diligent and hardworking individual. My previous experience of working in a law firm makes me suitable for this role, as I have already learned many necessary skills. I am a highly organised individual with a strong attention to detail, furthermore your emphasis on equality and integrity is something that resonates with me. I hope to absorb knowledge and experience from those who work in the firm and I wish to thrive not only academically but personally as a member of staff. Forming strong connections with my colleagues is something that is important to me as I believe that a group of individuals work better as a team. I hope to grow as a person during the job and use the seniors of the firm as role models, and their positions as something to aspire to.

I am confident that I can make an immediate and significant contribution to your firm and I would bring my ability not only to work hard, but also to complete tasks on time and to the highest standards. Please refer to my attached CV for more details regarding my abilities and experience.

Yours sincerely,

Abbie Naylor