To whom it may concern,

My name is Adam Hanlon, I am a final year BCL student in DCU and I am applying for the position of trainee solicitor in your firm. I am interested in this position as it is clear that the firm is one which will allow me to thrive, I am confident that this role would be of great benefit to me as the next step in my legal career.

During my time at DCU, not only have I performed well on an academic level (especially in my final year) I was heavily involved in extra-curricular activities which are of relevance to a career as a lawyer. I was heavily involved with the DCU Law Society, in my final year taking the position of moot court convenor. This position is one which commands great respect in DCU as moot court is held in such high regard. I believe that the skills I have honed as a competitive mooter are of relevance to the role of intern. I have strong research skills and the ability to manage a heavy workload effectively and with success.

Having completed my final year exams, I took up the role of legal intern with John Gaynor & Co Solicitors. This experience was a fantastic insight into the work of a solicitor, From the outset I was intrusted with several responsibilities akin to that of a trainee solicitor. I gained invaluable experience in areas of law such as Conveyancing, Defamation and Probate Law. From the beginning of my internship I was entrusted with various responsibilities such as handling a high volume of client calls, dictations along with taking instructions from clients in face to face appointments.

I was also entrusted with various conveyancing tasks such as dealing with pre-contract inquiries, mortgage and banking related matters and liaising with solicitors for purchasers and sellers from the beginning to closing.

In relation to probate matters, I was responsible for several of my own clients with regard to constructing wills, from taking initial instructions to finalising the will itself.

I would like to thank you for taking the opportunity to read this letter and I hope to hear from you soon, I am a hard-working law student with strong leadership skills and I believe I could be of benefit to your firm.

Yours faithfully,

Adam Hanlon.