Cover Letter

Aileen McCormack

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To whom it may concern,

I wish to apply for your traineeship position and enclose a copy of my curriculum vitae for your consideration.

I graduated in 2013 from the National University of Ireland Galway (NUIG) with a 2.1 Honours Law Degree (B Corp Intl) and have since completed a Maters in Criminology & Criminal Justice in UCD and obtained a 2.1 Honours Degree.

I am a hardworking, enthusiastic and mature individual with a keen sense of responsibility. My studies at both NUIG and UCD have equipped me with the ability to think on my feet, both logically and critically and to effectively communicate my ideas both verbally and in writing. As a member of the NUIG Law Society Social Committee, I developed first rate organisational skills and gained the invaluable experience of working within a team based environment where planning and coordination were essential. My wide range of interests and achievements demonstrates my high level of commitment and my ability to manage my time efficiently and effectively.

My employment history, like my interests and achievements, is diverse. Having had a part-time job since the age of seventeen, I can honestly say that I am not afraid of hard work. As outlined on my enclosed curriculum vitae, my most recent employment I was working as a legal secretary in Sherlock & Company Solicitors where I was given a high level of responsibility which has equipped me with a wide variety of transferrable skills which I feel if given the chance to put into practice will be of the up most benefit to your firm.

I hope that on consideration of my curriculum vitae, you will be persuaded of my ability to perform well on your traineeship programme and make a valuable contribution as a member of your firm.

I look forward to hearing from you.

Yours sincerely

Aileen McCormack