**Cover Letter**

8 Moyola Park Galway

a.kelly87@nuigalway.ie

0831665768

Date: 17th October 2016

Dear Sir/Madam,

I am writing to enquire about your traineeship programme.

I am a final year corporate law student at NUIG, I learned about your organisation via my interest in the legal business and commercial sector.

Working at your firm would allow me to experience first-hand legal issues that arise from business and financial institutions, state bodies and multi-national corporations.

I feel confident that I could contribute substantially to the work of your office, while strengthening the skills I need for a career in corporate law. Previous jobs have shaped me into an active and motivated worker and team player. I believe I have a positive can-do attitude. I am currently a keen member of the law society and business society at NUIG.

I am a conscientious and a meticulous person who works hard and pays attention to detail. I am keen to acquire new skills and to learn from other members of an employment team. I would relish the opportunity to work for a company like you who are regarded highly by the general public.

I believe my own motivation came from seeing a small part of the law in action. Whilst on work experience in a law firm in London, when I was asked to research into client cases and then meet with the client themselves. By gaining a practical insight I realized two things first, the power the law has on people's lives, and second, interpreting law effectively can mitigate loss of income. It was this encounter with a real client as opposed to case law from book and notes that gave me the motivation to want to become a solicitor.

I wish to thank you for taking the time to consider this application and I look forward to hearing from you at your earliest convenience.

Yours sincerely



 Amy Kelly

William Fry

I contributed by cultivating relationships with customers, i was reliable and trustworthy employee. I served food and beverages, at time I had to act part salesperson in up-selling certain items and pushing specials. Last Christmas i won the champagne challenge. By up-selling over 30 bottles in the 2 week period. In addition I believe I was an ambassador for the company by welcoming old and new patrons and providing exemplary service.

I contributed by cultivating relationships with customers, i was reliable and trustworthy employee. I served food and beverages, at time I had to act part salesperson in up-selling certain items and pushing specials. Last Christmas i won the champagne challenge. By up-selling over 30 bottles in the 2 week period. In addition I believe I was an ambassador for the company by welcoming old and new patrons and providing exemplary service.

I learned to improve my work ethic, sometimes over busy periods you have to work a 12 hour day on your feet. It’s exhausting and demoralizing sometimes, but this demanding workload builds a work ethic I hope to benefit from for the rest of my life.

Another thing I have learned from being a waitress is, that they don't work alone. As a team we help each other with big orders, carrying food, cleaning. I have also learned that communication is vital, especially between front of house and the kitchen staff.

The most difficult academic challenge to date would probably be my leaving certificate. I had left my boarding school in Waterford after 5 th year to make a big move up to the big smoke. The method to my madness was if I go to the best school in the country, I will get the best results. Truth be told it was far from the fairy tale ending I had hoped for. I was so used to a Quaker religion school where just about anything goes, little to no pressure from teachers and grades were up to yourself. It was a bit of a reality when I enrolled in my first few weeks of the institute- better known as the factory. The monotonous teaching style, huge class sizes and golden nuggets of hints were part of my everyday new life. It is safe to say I struggled with the rapid burst of pressure I had placed upon myself. It wasn't necessarily the move, or the city. The root was my lack of maturity to step up to the plate and dive into study, instead I coasted alone hoping hints alone would get me at least in the 500 range. After that sad day in August I was struck with a harsh reality.

From a personal perspective, whilst on work experience in a white collar crime firm, I enjoyed working with corporate clients in helping them achieve their business objectives. I like understanding what drives a business, what it's trying to achieve, what the various factors are which influence how it does business. I like the competition that goes with commerce and the continuous drive to achieve a competitive advantage in the marketplace. I like the aspect of anticipating issues which might affect a client which haven't been already identified. I enjoy the fact that the environment is constantly changing and that the most successful clients are the ones who anticipate that change and adapt their business accordingly