**Angela Sweeney**

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Ms Sinead Fox,

HR Administrator,

Byrne Wallace,

88 Harcourt Street,

Dublin 2.

18th October 2015

Dear Ms Fox,

I would like to apply for the role of Trainee Solicitor. I have successfully passed seven of the FE1 Examinations and I am awaiting the results of my final examination in Constitutional Law. I am currently working in the Legal Aid Board as a Clerical Officer. I am interested in becoming a Solicitor as this role is one which is challenging, varied and provides help and support to individuals. I have a keen interest in problem solving and researching which are also key elements in the role of a Solicitor.

I am a fast learner and an extremely motivated individual. I have strong customer service skills, a high level of attention to detail and good computer literacy.

I have attached a copy of my Curriculum Vitae for your perusal. I look forward to hearing from you.

Yours sincerely,

Angela Sweeney