

Annmarie Buckley,
Gurtmara,
Upperchurch,
Thurles,
Co. Tipperary,

Human Resource Department,
Byrne Wallace,
88 Harcourt Street,
Dublin 2

30th October 2020

Traineeship Application 2021

Dear Sir/Madam,

I am writing to you today in relation to the traineeship application for 2021. Having researched your law firm, I am particularly interested in applying for your trainee programme.

I currently work in a busy practice in south Dublin as a legal executive. I am working with the team in Griffin Solicitors for over three years. During that time, I have worked in the litigation department and at present, I am working with the conveyancing team. I work on both commercial and residential transactions and have also been involved in numerous applications to court and to the Residential Tenancies Board. Over the last three years I have gained hands-on experience and been given the opportunity to get a taste of what is to work in solicitor's office.

Prior to working at Griffin Solicitors, I worked part-time during college as a waitress which gave me the necessary skills I needed to work in a fast-paced office environment. I learned to think on my feet and prioritise the tasks assigned to me.

Please find attached a copy of my CV, with further details regarding my employment history, my education, my skills and my achievements. Should you have any questions in relation to same, please do not hesitate to contact me.

I would like to thank you for looking at my application and I hope to hear from you in the near future.

Yours sincerely,

Annmarie Buckley
(086) 061 0889

Encls.CV