Aoife Elizabeth Nolan,

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Byrne Wallace,

88 Harcourt Street,

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RE: Traineeship Application

To whom it may concern,

I am a final year BCL student in UCD. I am writing to apply for a position in your Trainee Solicitor Programme. I am keenly interested in beginning my legal career in a firm, such as yours, which provides a wide range of legal advice to a variety of clients. I am hardworking, organised and dedicated to any pursuit that I undertake.

I have shown a high aptitude for law subjects related to business such as Contract and Company law. I have also succeeded in gaining an excellent understanding of other topics including Criminal, Property, Constitutional and Family & Child law. As I have not yet decided which particular field of law I intend on pursuing, I believe your firm offers an exciting opportunity to experience the real-life application of many of these areas, which would greatly benefit me in planning my future career.

Whilst studying in UCD, I have consistently maintained a full-time position as a waitress. I have developed exemplary communication and problem solving skills by working in this team. I have also acquired a strong work ethic and dedication to my role. I believe that the skills that I have obtained from waitressing, such as management of customer expectations and maintaining good client relationships, would be particularly applicable to the standards expected by your firm. Additionally, the ability to balance my job, studies and social life throughout the year shows my proficiency in time management and commitment to hard work.

As a delegate at 10 international Model United Nations conferences, I have independently researched, drafted and presented resolutions on worldwide issues. I have earned roles of high importance, namely Deputy Secretary General and President of the General Assembly. The simultaneously held roles involved the running of a 700 delegate conference whilst also moderating debate in the General Assembly.

Finally, I would like to indicate my appreciation of your dedication to fundraising work. I have been an active fundraiser from a young age and I would be delighted to play a role in your continuing socially conscious work.

Thank you for considering my application, I am available for interview at your request. I look forward to hearing from you in the near future.

Yours sincerely,

Aoife Nolan