Dear Sir/Madam,

I am writing to you to apply for the trainee position. I have just finished my studies in DIT and obtained an overall 2.1.

During my time in DIT I studied in the areas of company, criminal, property, intellectual property, and contract and core legal skills. I have a broad overview of all topics and scored well in all of these areas.

All of my positions so far in my career have been in retail and retail management. I have sat four FE1’s and am awaiting the results and plan on sitting a further four early next year.

In my current position as a retail manager I have the skills to work on my own initiative and I work well both with people as part of a team and managing a team. My years in university have strengthened my research skills and have made me a fast leaner and avid reader.

Throughout my time in university I have learned that I am quick to learn new skills and am extremely hard working. I am keen to develop new skills in this new area and take this opportunity as the beginning of a legal career. I believe these skills could all be adapted and put to great use while working within your company.

I believe that, given the chance, I can bring these valuable skills to your company.

Yours faithfully,

April Byrne