To whom it may concern,

I am responding to your Trainee Solicitor Programme advertisement. I am an LLB graduate from the Institute of Technology Carlow. I am highly motivated and looking for an opportunity in a prestigious law firm such as Byrne Wallace. I have strong communication and organisational skills from my time spent working in Gloss Hair Studio and from my time spent as both Chairperson and President of the college’s law socity. I also have a high level of time management skills gained through the nature of my college course.

Summary of skills:

* Team player but also enjoys working individually.
* Excellent verbal and written skills.
* Strong documentation skills.
* Detail-orientated .

Yours Sincerely,

Ashley Coyne.