Charlotte McNally

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Cabinteely

Dun Laoghaire

Co. Dublin

20th October 2016

Reference: Trainee Position

Dear Sir or Madam

Please find enclosed my Curriculum Vitae for your consideration in relation to a Trainee position.

In October 2012 I attended an open day in University College Dublin. Up to this point I was undecided about what I was going to do after sitting my leaving certificate the following June. I went along to a presentation on “Why you should choose Law” and from listening to the Lecturer talk passionately about a career in Law, something clicked. I decided this was the career path that I wanted to choose.

I worked hard and studied every day to obtain the results needed in order to gain entrance into one of the top Universities in Ireland. When the leaving certificate results were issued in August 2013, I missed out in obtaining the number of points required.

I did not want to give up on the hope of studying Law and thankfully had also included private colleges on my CAO application form. I was then given the opportunity to attend Griffith College. At the same time I also applied to Dunnes Stores in order to fund my studies myself. I studied in Griffith College for 1 year before transferring to Independent Colleges where I completed my degree. I just recently completed 4 FE-1 examinations and I am currently awaiting the results.

I hope you can see that I am determined and work hard to achieve my goals.

I am passionate about Law and would welcome the opportunity to complete a traineeship within your Company. This role would create an opportunity for me to develop my skills and broaden my knowledge.

I welcome the prospect of discussing my application in greater detail.

Yours sincerely

Charlotte McNally