**Part 1: Cover Letter**

Christopher Conlan

Avalon, Morristown Road,

Newbridge,

Co. Kildare

28/09/22

Subject: Traineeship

Dear Recruitment Manager,

As an ambitious and hardworking student, I believe that I can have a positive impact in relation to achieving and working towards your firms objectives. I have therefore decided to apply for a traineeship. My academic achievement along with the skills I have developed, convey a high level of dedication that makes me a suitable candidate for the role.

I am currently in my final year in Maynooth University studying law and business. Studying law and business simultaneously gives me an advantage over many other students, as business gives me a real insight into how companies want to operate, while law allows me to understand how companies are able to do business. Currently, I am really enjoying and engrossed in all my law modules, which as a result makes me feel fully confident that this is the profession for me.

My previous work experiences in dealing with customers as outlined in my CV have developed my communication skills immensely, making me suitable for providing legal services to a high standard. Being part of a team my whole life either through playing sports or completing group academic projects will allow me to easily integrate into the firms culture. Finally, I believe the organisation and attention to detail that is evident in my work will portray your firm in a very professional manner.

I really appreciate the time you have taken to consider my application, and I do hope to hear from you soon.

Kind regards,

Christopher Conlan

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