

17 Foxhill Grove,
Baldoye,
Dublin 13.
086-3556646
02/10/2019

Re: Traineeship Programme

Dear Sir/ Madam,

My name is Ciara Rose, I am writing to you regarding a graduate trainee programme that you have available. I noted, through the Graduate Ireland, that your establishment may be searching for possible trainees. I would be extremely interested in applying for the position as I feel I have many skills to contribute. I feel as a young woman with plenty of individual and group work experience, I could be an asset to your business as well as gaining valuable work experience.

I am extremely self-motivated, I have achieved the Gaisce Bronze president's award. I compete independently on a regular basis through Irish Dancing, whilst I'm currently undertaking the TCRG teachers examinations. I am now currently a fully licensed driver and I have, also completed a 7 module ECDL course. I am entering my final year of a 4 year LLB level 8 degree in the National University of Maynooth. I am fortunate to have previous experience in two prestigious hard-working solicitors firm, McCartan & Burke who would be more than happy to provide a reference, also KODLyons. Aswell as 2 independent Barristers, Nicola Cox and Pdraig Lyons.

I have excellent communication skills, as part of my Gaisce award I must help coach younger children in Irish Dancing. I have completed 10 grades of Irish Dancing with, Án Chódhail organisation with Patricia Cadwell. I currently work part time in a fast paced high fashion retail store, River Island. As of this I have gained excellent skills for the opportunity you now present. All these experiences have enhanced my communication skills, work ethic and self-drive.

With my retail experience and I am also eager to learn more in various other skills. I believe I work well in a team as I compete in figure/group dancing and I was class captain and Mentor to the younger students throughout Secondary School. I am extremely involved in school and college with project work and also extra-curricular activities. I continued a mentor/leadership role into college by becoming an orientation leader. This was a role to help the incoming students settle into the college environment.

I have enclosed a copy of my Curriculum Vitae, should you have any questions regarding it do not hesitate in contacting me. I look forward to hearing from you soon.

Yours Faithfully

Ciara Rose.