17 Foxhill Grove,

                                                                                                         Baldoyle,

                                                                                                         Dublin 13.

                                                                                                         085-1469807

                                                                                                         11.09.2021

To Whom it may concern,

My name is Ciara Rose, I am writing to you regarding a traineeship that you have available. I noted, through your Website, that Byrne Wallace will be searching for possible candidates. 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 have completed a Bachelor of Laws L.LB Degree from National University of Maynooth. I have previously interned in Maurice Leahy Wade & Company solicitors for 10 months gaining valuable experience. 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. As well as 2 independent Barristers, Nicola Cox and Padraig 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 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 truly believe I would make an inquisitive, dedicated, loyal and hard-working trainee for Arthur Cox which I have displayed through these skills and qualifications I have gathered through my years. I appreciate you reading my cover letter and look forward to hearing from you soon.

Yours Faithfully

Ciara Rose.