Ciaran Smyth

Ballinue

Aughrim

Ballinasloe

Co. Galway

22/10/2015

To whom it may concern,

My name is Ciaran Smyth, and I wish to apply for the traineeship you are currently offering.

I have graduated from the National University of Ireland Galway with a Bachelor of Corporate law and a L.L.B. Currently I am in the process of sitting my FE-1 examinations. To date I have three secured and are awaiting results of two from the October sitting.

Under the mentorship of Geaorid Geraghty, I completed a legal internship before my final year studies. I gained a valuable insight into the legal world. The duties involved were preparation of meetings and interviews, reports of cases experienced and clients interviewed, legal research and writing, multiple court attendances and general office duties – telephone communication, photocopying, printing, and letter composition. Mr Geraghty strengthened my ambition to pursue a career in law

During my 6 years of employment in the hospitality sector I established a great rapport with clients, a skill that is transferrable to the legal sector.

Working in America for a period of time gave me invaluable experience. It strengthened my ability to adapt, motivated me to use my own initiative, and employ problem solving skills on my own.

Enclosed please find my curriculum vitae, which highlights my experience and skills.

Thank you for your consideration of my application, and I look forward to speaking with you soon.

Sincerely yours

Ciaran Smyth