Cormac Kilkenny

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Dear Sir/Madam,

I am writing to you regarding the traineeship you have advertised online. I have recently graduated from BCL in Dublin City University and am now attending DCU for the LLM programme. I believe I would be a great fit for this position as I have completed a law degree and have superb IT skills. I am adaptable and a quick learner. This position would be challenging but I am confident I would make a great trainee solicitor.

My position as vice-chair on the DCU FLAC society committee has equipped me with exceptional organisational and interpersonal skills, as well as personal responsibility. My role involved leading my fellow committee members and the running of the society as a whole. This included the running of legal advice clinics and organising guest speaker events. Prior to my election as vice-chair, I sat on the panel of a number of these clinics since my first year in DCU.

Prior to attending university, I undertook a course in eBusiness which has equipped me with word processing skills and general knowledge in computing. Additionally, I have completed the European Computer Driving Licence course. This coupled with my ability to type quickly will be beneficial for your firm.

I would be grateful of your consideration for the traineeship in your firm.

Yours sincerely,

Cormac Kilkenny