62 St Johns Wood,

Clondalkin,

Co. Dublin.

To whom it may concern,

My name is Daniel Gregg and I am a final year student studying for my law degree with Maynooth University. I intend to undertake my FE-1 exams and complete the process of becoming a solicitor.

I have attached my resume for your attention. I am looking for a traineeship position in your company and hope you will consider me favourably.

I have five years retail supervisory and customer service experience. I adapt quickly to new environments and work excellently both within a group and independently. I am an enthusiastic, hard-working, trustworthy and polite person with excellent interpersonal skills. I am very determined and eager to learn the skills required to pursue a career in law.

I would like to take this opportunity to thank you for taking the time to read my resume and I hope to hear from you soon. I am willing to attend an interview at your earliest convenience.

Yours faithfully,

Daniel Gregg.