**Danielle Ruane**

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**21 September 2021**

**Ms Danielle Ruane**

Sales Assistant

Daybreak

Knockdoe, Claregalway,

Galway, H54VW65

To whom this may concern,

I am a 23-year-old Corporate Law (International) NUIG graduate. I am extremely eager to gain experience in a legal environment and after years of applying law to hypothetical scenarios I am keen to apply my knowledge and skills set in an office setting.
As can be seen on my cv, I have years of experience in working in retail meaning communicating with and dealing with clients concerns and queries is second nature to me.

Through my study of law I am familiar with using various legal databases such as Westlaw and LexisNexis and through completing modules such as Legal Methods and Research, my research skills are strong.

In a legal assistant position, I feel I would be a valuable addition to your company and look forward to our future collaboration. Thank you for considering my application. For any further details or references, do not hesitate to contact me.

*Yours faithfully,*

**Danielle Ruane.**