

Ellen McGreevy,
223 Mount Prospect Avenue,
Clontarf,
Dublin 3.

Graduate Recruitment,
Byrne Wallace,
88 Harcourt Street,
Dublin 2

12th October 2020

Re: Traineeship 2021

To whom it may concern,

I'm writing to you with regard to your 2021 Traineeship programme. I believe that my background, both professional and academic, makes me an ideal candidate for the role. I am a determined, organised people person with an eye for detail.

In my attached CV, you will see a general overview of my past experience. However, I would like to take the opportunity here to outline some specific examples of my key strengths. For example, since finishing university I became the Office Administrator at Screen Skills Ireland – a training body focused on educating the AV industry. This was a fantastic experience and has given me a plethora of new skills. I effectively became everyone's right-hand-man fixing problems as they come my way. I completed the administration-heavy prep work for our courses, while also working with the finance department to ease their workload. I have expanded my administration skills with my most recent position in Hugh McGreevy & Sons Ltd; learning to manage bookkeeping affairs and further testing my planning and organisational skills.

My four years studying in Trinity were eye-opening and educational. My degree in English and Drama exposed me to many new ways of addressing and thinking about issues presented to me. While it may not have been the most conventional of university paths, it has certainly prepared me for the future more than I could have imagined. Throughout my lectures, seminars, and workshops, my classmates and I amicably argued our opinions on fact and fiction alike. My time in university gave me confidence in my own mind while also helping me respect the views of others. I was also frequently tasked with painstaking research for new essays and am no stranger to weeks of analysing and editing documents. While completing my degree, I worked part-time in my local shop. This role allowed me to truly value the importance of client relationships, ensuring that everyone is looked after correctly.

My personality and work ethic are well suited to a legal career. I have high analytical skills, and excellent communication and interpersonal skills, and I am ready to put these to the test in your workforce. I am an avid and dedicated learner, and would appreciate this opportunity to expand my knowledge of the industry.

Should you have any further questions, I would be happy to answer them all.

Yours sincerely,
Ellen McGreevy