Emer Wilkie

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Sinead Fox,

HR Administrator

ByrneWallace

88 Harcourt Street,

Dublin 2

13th October 2015

Dear Mrs Fox,

I am an LLB student at NUI Galway, having previously completed my B.A. undergraduate eighth in my class, with a 2.1 result last May. I will commence my academic studies this year and I aim to begin my FE1 exams next October in hopes of completion by spring 2016. Therefore, I am now seeking to initiate my career in advance for when the time comes that I am eligible to commence a traineeship.

I would like to say that I have previous legal work experience to date, but unfortunately to date, I do not. Next semester I will participate in the NUI Galway Clinical Placement module that will provide me with ten weeks work experience, however the location of this placement is yet to be decided by the School of Law at NUIG. I also hope to participate in an internship during the summer months this year.

In regards legal experience outside a law firm, I am a member of NUIG’s Free Legal Advise Clinic

(FLAC) which has allowed me to work in a team of ten other students, a local barrister and solicitor and advise both NUIG students and members of community who are in need of legal advice. I am also a registered NUIG law tutor. I have provided numerous grinds session with many undergraduate students, free of charge. As well as this, I am confident to say that I have gained necessary legal skills throughout my time at NUI Galway. Such skills include critical analysis, analytic problem solving abilities, legal research and of course, legal knowledge in a wide range of areas, including a socio-political awareness.

While studying, for the past two years I have also had a part-time job, clocking up an average of 30 hours a week. Through this I have learnt vital skills of self-management and proved dedication to my studies. This opportunity also enabled me to develop inter-communicational skills, team work compatibility and even allowed me to contribute to the community through various charitable events. Please note that at the beginning I struggled to find the balance between work and study, my grades slipped during semester one of year two as a result.

I believe that I could potentially someday make a significant contribution to the future of your firm if I were successful. I look forward to the opportunity to explain how I can contribute to your firm at the interview. Finally, I would like to kindly thank you for your consideration of my application.

Yours Sincerely,

Emer Wilkie