Dear Sir/madam, 11 October 2017

I am a Senior Sophister student studying Law and Political Science at Trinity College, Dublin – and I am writing to you to apply for your Trainee Program 2017.

There are a number of key reasons as to why I think I would be of value to you:

1. I am genuinely passionate about law.
2. I have an excellent work ethic.
3. I have a history in exceptional client care.
4. I understand what it is like to work in a law firm.
5. I have good time management and attention to detail**.**
6. **I am genuinely passionate about law.**

I have always had a keen interest in law. I love the diversity within the profession and the ever-changing world of law. I am motivated by how the law has an impact on society and the everyday individual. I am expanding on my knowledge in the law field by focusing primarily on law modules in my final year and also studying topics in order to prepare me for the Fe1’s. To work for such a successful and leading Irish law firm would be of significant benefit to my career and something I believe I would excel at.

1. **I have an excellent work ethic**

I studied Physiotherapy at Trinity College from 2012 to 2014. I took the initiative to make a change in my career path because I realised that a career in the medical field was not for me. This change in my career path brought about a number of hurdles for me to overcome.

Firstly, I learned how to be resilient, as this was a significant adjustment and decision for me to take. Secondly - as I was liable to pay full fees for my freshmen years in law - I had to work extremely hard and long hours to support this, as my parents were not in a financial position to support this.

This has been a driving and motivating force for me and I believe the experience I have gained in balancing my work and academic obligations has prepared me for a career in the world of law.

1. **I have exceptional client care.**

Since I was 17 years old, I have worked in customer service. While I was employed by Kyles Catering and Events, I was giving the role of event manager for many events. I was delegated the responsibilities involved in organising an event including, meeting with prospective clients, planning the event to their satisfaction and dealing with clients and suppliers via phone and email.

This experience has benefited me as a candidate as I understand the demands that must be met to keep clients happy and to provide them with an exceptional service. I appreciate that this is something to which I would have to give particular attention and I would always deal with the clients in a professional and considerate manner.

1. **I understand the demands required when working in a law firm.**

I recognise the demands that would be expected of me if any opportunity to work with you would arise. I recently had a couple of weeks work experience in Michael Staines & Co., and I have four weeks work experience in Tallans & Co. Solicitors in Drogheda in 2011. During this time, I had many duties including clerical work and preparing briefs for counsel as well as attending counsel in the District and Circuit Courts. I also attending court in the Criminal Courts of Justice and attended prison visits in Cloverhill Prison with a solicitor for the firm.

I have excellent administration experience and competence with filing and computer work. I am willing to put in the long hours and hard work that legal work and research requires. I think this experience I have will be a benefit when facing the different court settings and what is expected.

1. **I have good time management and attention to detail.**

From juggling full time work hours and my studies, I have learned how to manage my time efficiently. I know how to plan what I need to do and how I can balance all my tasks effectively.

I would love the opportunity to be considered for this position and I look forward to hearing from you.

Yours sincerely,

Emma Daly