3 Bow Lane West

 Kilmainham

 Dublin 8

 Tel: +353876238418

 Email: emmamaryduffy@outlook.com

ByrneWallace

87-88 Harcourt Street

Dublin 2

**RE: Job Application – Traineeship**

Dear Sirs,

I am writing for the position of Administrative Assistant in your law firm Anthony Joyce & Co. Solicitors. I attach a copy of my CV.

I graduated in 2013 from the University of Limerick with an LLB (Law Plus) and continued my studies in the same institution, completing the General Law Masters September last year. The varying nature of both my Undergraduate and Master’s Degree has prepared me for this position. It involved a great deal of independent research through my thesis, requiring initiative, self-motivation and a wide range of skills. Furthermore, the Mooting trials, group presentations and projects combined allowed my team work skills to flourish.

Having worked in numerous places during my working life, I believe it showcases my abilities as a versatile and hardworking self-starter. During my internship at the County of Westchester Attorneys, who are responsible for defending all claims brought against the County of Westchester in the State of New York, I gained invaluable experience. I worked with diligence and attentiveness along with 60 professional attorneys in the litigation department. Reflecting on the internship, I now have a greater appreciation of the demands of working in such a competitive environment; this is an environment that I thrive in. My current role as Legal Assisant to the Litigation Department in Anthony Joyce & Co. Solcitors has given me exceptional expereince in allowing me to explore indepth different aspects of Litigation. I throughly enjoy my role and the varrying cases which present themselves on a daily basis.

I believe a position in your firm can help me follow my career goals, yet I believe I will also contribute to your firm in keeping your clients satisfied by working diligently and industriously with other work colleagues. I work well both independently, and as part of a team, which is reflected my many sporting accolades.

Thank you in advance for taking the time to read my CV. I look forward to hearing from you soon.

Yours faithfully,

Emma Duffy.