

*Dear Sir/Madame,*

*Please find enclosed my CV in application for the position of trainee solicitor in your firm.*

*Having already passed seven FE1s to date and awaiting the result for my final exam, due in November, I am eager to enter the next phase of my legal career.*

*From reading the trainee section on your website I was interested to read how your training programme works. I am interested in learning about a variety of legal areas and the fact that your trainees are exposed to a broad range of aspects appealed to me. I also noted the partner supervision role and the open door policy and I believe that a relationship like that is one in which I learn and perform at my best.*

*I was attracted to the atmosphere the trainees described in their profiles. A mix of getting involved with real legal work, combined with a friendly approachable mentors is the environment that I have found I perform best in my previous legal work experience. I was interested to see an emphasis being put on the social aspect of the office as I have found this to be important in improving the working environment.*

*Throughout the course of my working career I have consistently shown strong client relations, leadership and problem solving skills. I have performed well in personal tasks, as part of a team and as part of a wider organisation. I have shown initiative and have consistently taken pride in my work.*

*While my academic record may not be up there with the best of your applicants, I am certain that the real world experience and skills that I have gained is amongst the best of those who have applied. I am confident that these attributes will be a benefit to the firm I carry out my traineeship with and myself, during this process and beyond.*

*Already experienced in working on a variety of legal areas and clients, I would be honoured with an opportunity to build on this with a traineeship in your firm.*

*For these reasons I believe that environment described in ByrneWallace would be the most suited for me to carry out my traineeship. It is this environment that I feel my maximum potential in a career in law will be realised.*

*Thank you for taking the time to consider this application and I look forward to hearing from you.*

*Yours sincerely*

A handwritten signature in black ink, appearing to read 'Fran Keogh', written in a cursive style.

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*Mr Fran Keogh*