Grace McKinley

11 Avilla,

Milford Grange,

Castletroy,

Limerick.

0851574813

gracemckinley94@gmail.com

October 7th 2016

Dear Sir/Madam

I am writing in the hopes that you may consider me for a position as a trainee or intern. Based on my previous experience in the legal environment and also in other areas, as well as my positive attitude and determination to succeed, I feel that I am a perfect match for this position.

I have enclosed my resume for your review. I look forward to further discussing opportunities with you. If you have any questions or would like to schedule an interview, please call me at 0851574813.

Sincerely,

Grace McKinley