Grace McKinley

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0851574813

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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