Dear Sir/Madam,

I wish to apply for your Traineeship Programme. I have successfully completed six of the required eight FE1's and I plan to sit the final two exams this coming October. Through my studies and working life I have developed a great interest in the legal sphere. In this letter I aim to illustrate, briefly, why I believe I am a desirable candidate for your Traineeship Programme. Over the past few years I have occupied positions in many different working environments, in many different countries. As such, I have developed the ability to adapt quickly, pick up new skills and work alongside various types of people.

In 2010, I commenced employment as Legal Secretary for a firm called Patrick J. Cusack & Co. Upon completing my Leaving Certificate, I approached them and asked for work experience, free of charge (the latter of which was not accepted). I supported three Solicitors, helping them with their daily tasks such as diary management, drafting letters via dictations and proof reading. Although it is a small firm, I have gained valuable experience working there. I also learnt how important it is to have great attention to detail and strong communication skills, which are of wholly fundamental importance when dealing with clients in a corporate environment.

I have also had the opportunity to improve on my communication skills by taking the opportunity to study abroad for one year during College in Utrecht, the Netherlands. Here, I also worked part time at a local café to further improve my Dutch. This required me to cope with many competing demands under time pressure. Furthermore, my experience on the front line taught me how to remain friendly yet professional at all times. I became particularly confident in my interpersonal skills, through engaging with customers, where English is not their mother tongue. I believe that working part-time throughout my studies illustrates my diligent nature. Moreover, balancing college and work has also helped me to develop excellent organisational skills. Once my studies were complete I returned to Ireland, finished College and recommenced working with Patrick J. Cusack & Co.

In 2016, I moved to Australia and worked for a firm called Servcorp. Servcorp is a multinational organisation that sells serviced office space, virtual office products and IT services. In this role I had the advantage of working with many different companies as a Senior Secretary on the floor including companies such as Aitken Investment Management and Snapchat. I learnt many different aspects in this role such as each client has different needs, therefor you must adopt accordingly, thus teaching me how to multi-task, prioritise and the importance of time management.

Due to a Visa restriction I had to move jobs, I then commenced my role as an Executive Assistant for a large construction company called Duffy Kennedy & Co Limited. Duffy Kennedy are a leading top tier construction firm in Sydney CBD. This job was heavily focused on team work; we delegated tasks amongst ourselves, worked in an enclosed environment and helped each other with more complex items.

After two years in Australia I decided to return home, although I had rewarding job and great opportunities, I wasn’t content. I wanted to come home and focus on my career.

I understand the need for employees in a corporate law firm to be not only well versed in the law but also to be commercially minded. This being one of the reasons why I chose to do a Business and Law Degree which would give me a wide range of business modules, giving me a firm footing in areas such as accounting, finance, marketing and organisational behaviour. Furthermore, working for large organisations, such as Servcorp, and smaller enterprises has given me hands on experience in the world of business and law.

I am now currently working as a Legal Secretary in Arthur Cox, however, I wish for further my career and secure a Traineeship. I understand that you are now recruiting for Trainees for the year commencing 2020, however I would be grateful to be considered for the 2019 intake, as I hope to have successfully completed by final two FE1’s in this current sitting.

I would like to thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely,

Grace Mulvaney.