Jennifer Waters,

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Beth Onslow,

HR Generalist,

Byrne Wallace,

88 Harcourt St,

Saint Kevin’s,

Dublin.

11 September 2018

Dear Beth,

I would like to apply for the position of Trainee Solicitor with Byrne Wallace Solicitors as advertised on the firm’s website. Please find attached my CV for your consideration.

I have graduated from University College Cork with a 2.1 Bachelor of laws degree and an LL.M master of laws degree. I have completed all eight law society’s final entrance exams. I have also graduated with a Graduate Diploma in Law from BPP University in London. I have also completed an internship at Dillon & Co Solicitors in Dublin where I gained hands on legal experience. This opportunity has taught me the importance of collaboration and teamwork. I have developed a wide range of skills that would meet and exceed the expectations for the role.

I am confident that my work experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position is my attention to detail, my focus and my outgoing and sociable personality. I have excellent commercial awareness. I have also excellent interpersonal and communication skills. I am very organised, willing to learn and capable of working as part of a team or on my own initiative. I would relish the opportunity to work in any of the areas on which your firm focuses on.

I would welcome the opportunity to discuss this position with you at an interview.

Looking forward to hearing from you.

Kind regards,

Jennifer Waters.