Jessica Malone

Templetown, Carlingford, Co. Louth.

27/10/2020

Recruitment Manager,

Byrne Wallace,

88 Harcourt St

Saint Kevin's,

Dublin 2,

D02 DK18

Dear Recruitment Manager,

Please accept the enclosed Curriculum Vitae as part of my application for ­­­­­­­­­­­­­your Traineeship.

I am particularly interested in this role as I have always had an appreciation for the law. I began my degree as a combination of business and law and after my first year, I was certain I was only interested in the legal aspects and becoming a solicitor. I feel this traineeship offers an opportunity to put the skills I have acquired throughout my degree into practice.

I believe I possess the relevant skills required for this position through my work experience. In my part-time jobs, I have been given great responsibility and independence to work on my own, for example I was trusted with my own set of keys for an establishment.

I am always working in teams and thrive on the ability that I can turn to someone if I have an issue and vice versa. It gives me great comfort in my work knowing that I can get advice from any of my other team members. It gives me great comfort in my work knowing that I can get advice from any of my other team members which I believe I have developed excellent customer service skills from dealing with difficult customers and resolving problems in my part-time job. I believe is essential in this role if I am to truly benefit from the experience.

Solving problems and dealing with conflict is critical in this profession, therefore, the excellent customer service skills I have developed from dealing with difficult customers and resolving problems in my part-time job will be a huge asset to me.

Thank you very much for taking the time to consider my application. I would be very interested in speaking with the Recruitment Manager in a personal interview if chosen to do so. I greatly appreciate you for your time and consideration of my application.

Yours sincerely,  
Jessica Malone,  
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Enc. Curriculum Vitae.