41 The Grange,   
Newbridge,  
Co. Kildare.  
October 17th, 2017

Dear Sir/Madam,

I am currently in the final year of my Bachelor of Civil Law in Dublin City University. I am writing in the hope that you would consider me on for your traineeship programme.

I would describe myself as self-motivated, commercially aware and proactive in any project I undertake, whether it is academic, work related or personal. After studying in the University of Stirling for a year as part of an Erasmus Programme, I have gained first-hand interaction with foreign laws and jurisdiction, an experience which I believe has enhanced my understanding of law in other jurisdictions. After studying both and home and abroad for the past three years, I have acquired skills and attributes which combined with my organisational skills and past experiences would be beneficial to such work experience.

I pride myself in my reliability and strive to both satisfy and impress my superiors, whether in my studies or employment. I have operated several various legal databases which have equipped me to deal with updates of various databases, other legal tools and to navigate all Microsoft packages. During my academic and employment experience’s I have gained organisational skills which will support me in future roles. I would describe myself as a fast learner which allows me to adapt to new roles and responsibilities efficiently and effectively.

Having competed in team sports, I have proven to be both a team player and motivator, having no doubt in my ability to build good relationships with executives and other members of the team. I am a friendly, approachable person who works well under pressure and do not shy away from challenges while maintaining a good sense of humour and a positive can-do attitude, I am driven, flexible and professional.

I would welcome the opportunity to demonstrate my curiosity and dedication for the legal world and I would be grateful if you would consider me for the traineeship programme.

Yours Sincerely,

Jessica Nolan.