To whom this may concern.

I believe I have the skills required to pursue a career in the legal sector as a solicitor.

I have excellent verbal and written communication skills from my degree and Master's in which I completed many written assignments and oral presentations, achieving good results.

I have a good level of computer literacy, having completed a module in computer application. This module taught us about Microsoft Office, word, excel and PowerPoint. We also learned about pdf.

I have good problem-solving and strong attention to detail skills from working as a customer assistant where I serve customers. This requires problem-solving skills as I mainly work alone since the site is lone-working. Therefore, any problems that arise must be solved by myself. I pay good attention to detail, and when serving customers, it is necessary to ensure the customer's goods and services are correctly purchased. Also, in college, I developed my problem-solving skills and attention to detail, completing assignments and ensuring correct grammar and information.

I am a team player; in my job as a customer assistant, this is necessary to ensure all duties are completed so the shop can run smoothly. As explained above, I work in a lone-site shop, so multi-task is necessary to carry out customer requests.

I have a strong desire to have a career as a solicitor. I have completed both a degree and a Master's in International Business Law. I have passed 4 Fe-1 ad waiting on results for 2 more. I plan to complete the final 2 exams in March. If you have any more questions, please contact me.

Yours Faithfully,

Joey Taylor

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