Dear Sir / Madam,

My name is John O’ Connor and I am a twenty-four year old student. I have passed six out of eight FE1’s on my first attempt and I am sitting the final two exams this October. I would like to apply to your firm for a traineeship.

I have spent over two years working as a paralegal with John B. O’ Connor & Co Solicitors in the areas of conveyancing and litigation. Areas of responsibility included arranging booklets of title for a multi unit residential development and preparing booklets of pleadings for court applications being moved before the Circuit, High and Commercial Courts.

During this period I developed practical skills in the areas mentioned above and I am now eager to build upon those skills and experience. Working as a Trainee in Byrne Wallace would provide exposure to an environment that demands excellence and promotes creativity. I believe that I am up to the challenge and would thrive in such an environment. I would really appreciate my application being considered with a view to a Traineeship at your firm.

I enclose a copy of my CV and I am available on short notice to attend an interview.

Yours Faithfully,

John 0’ Connor