To whom this my concern,

I am applying for the trainee solicitor programme available in your firm. I have recently finished my degree studying Law and Media Studies in DCU and I’m now looking to further my career in law.

I believe I would be a suitable candidate for this role. I have worked part time throughout my years in college which has developed my communication and organisation skills greatly. I have worked in teams both large and small and I’ve learned to adjust easily in new environments. My part time roles have taught me how to act in a professional manner which will benefit me when dealing with partners.

I have gained experience in working as a legal intern in the Irish League of Credit Unions dealing mainly with property and company law. I really immersed myself into the role and I’m looking forward to progressing my legal career further.

Please read my CV for further details,

Thank you for your time, I look forward to hearing from you soon.

Kind Regards,

Kate Purdy.