Katie Gilligan

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ByrneWallace

88 Harcourt Street,

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Dear Hiring Manager,

Further to your advertisement on your website I would like to apply for the Trainee Solicitor Programme. I am enclosing a copy of my CV, from which you will see that I graduated in 2015 with a 2:1 Bachelor of Commerce degree from NUIG Galway. I am currently doing a one year postgraduate course in Legal Studies at Maynooth University.

My time at these two colleges has enabled me to develop a variety of skills which I feel would make me an ideal trainee solicitor within your firm. I am always willing to learn and show initiative where possible .I am a member of both the Law and FLAC society. I have excellent communication skills demonstrated through entering in a public speaking competition. I am also planning to enter in the Philpot Novice Mott Court competition which will allow me to further develop my written and advocacy skills. I held the position of speaker’s convenor on the Business Society. My experience working as an administrative assistant and as a teacher in Spain proved to me that I have a high level of commercial awareness and I can adapt to any situation. Problem solving skills and teamwork were essential within both roles.

ByrneWallace stood out to me not only because it is one of Irelands leading law firms but because of its open door culture. Its approachable and collaborative working environment is important to me as a trainee as I feel I can challenge myself and maximise my potential within this firm.

I would very much appreciate the opportunity to discuss the Trainee Solicitor Programme further at an Interview. I look forward to hearing from you.

Yours Faithfully,

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