4 Whitechurch Abbey, Rathfarnham, Dublin. 087 9153614 katies902@gmail.com

Dear Sir/Madam,

My name is Katie Sweeney. I am a twenty-two-year-old student studying a Masters in Common Law at University College Dublin. My goal at present is to gain experience working in a law firm through a graduate traineeship programme, following the completion of my Masters next year. I am interested in developing practical legal skills and furthering my understanding of the law in a working environment. I am particularly interested in working in the areas of data protection and intellectual property. I have enclosed my current CV for your attention. I am punctual, courteous and work very hard to achieve the best results accurately and efficiently. I would be very appreciative of an opportunity to discuss graduate traineeship opportunities within your firm as I feel I would be the ideal candidate for the role; I am a team player, but I am also very capable of independent work when the task requires it. I can be contacted on the above telephone number or via email. Thank you for your time.

Yours Faithfully,

Katie Sweeney.