

Keith Beirne

Law Graduate | Business Management | Hospitality

Letter of Introduction

Dear Sir/Madam,

I am applying for the role of Trainee that you have advertised within your organisation. I feel very confident that I have the skills, qualifications and experience that you are looking for in relation to this vacancy.

I have sat 2 Fe1 exams passing both Contract 52% and Criminal 55%. I am sitting, Tort, EU and Property in A few weeks.

I have extensive experience of business management having managed a bar and restaurant facility for the past 4 years in Mohill Co. Leitrim. I enjoyed accountability for raising the profile of the business, increasing its turnover and ensuring that all revenue opportunities are maximised. I am experienced at all the operational activities associated with the bar/restaurant operation and have a track record of exceeding customer expectations and maximising repeat custom.

In conjunction with this role, I received a GAA scholarship to attend University and completed an **LLB Law in Maynooth University** with excellent results. I also competed in the RTE series along with my family to become 'Ireland's Fittest Family 2017'.

I am a hardworking and focused individual and possess a strong work ethic with a passion to succeed in challenging environments. I successfully maintained my position on the Leitrim Senior football team, continuously played for my club Mohill and played with Longford town throughout my college years committing to training sessions and matches along with my college assignments. This has forged a well rounded skillset which, I am eager to use on behalf of your organisation.

On a personal level I am highly organised, well presented, articulate and possess superb communication skills. I am committed to furthering my career and development and am keen to use my knowledge of legal systems where possible in my work and I believe, I can bring immediate value to the role due to my previous experiences.

Greater details of my accomplishments and achievements can be found in my attached CV. Thank you for the time you have taken to consider my application, and I look forward to hearing from you.

Yours sincerely,

Keith Beirne
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