“Windsor”,

Carriganarra,

Carrigrohane,

Co. Cork.

E mail: lauraosullivan2008@gmail.com

Telephone: 083 192 8787

29th October 2020

Dear Sir or Madame,

My name is Laura O'Sullivan. I am 26 years old and am writing to express my interest in the position of trainee solicitor at Byrne Wallace.

Having graduated from University College Cork in May 2016 with a bachelor’s degree in Civil Law, I continued my studies and was successful in achieving a master’s degree in Business Law from University College Cork in February 2017.

Throughout my time at university, I acted as class representative and worked in the hospitality sector. My summer holiday periods were spent working in a private yacht club in Rhode Island, USA.

For twelve months, I lived and worked in a number of cities in eastern Australia. I have availed of this opportunity to travel for personal development and to experience different lifestyles and cultures.

While living in Australia, I have worked as a temporary legal assistant with an Australian law firm. Following my return to Ireland, I worked for over a year in FitzGerald Legal & Advisory as a legal secretary & receptionist. I believe my experience to date, coupled with my interpersonal skills and willingness to learn would make me an ideal candidate for consideration.

Looking forward to hearing from you.

Yours sincerely,

Laura O’Sullivan   
Laura O’Sullivan.