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To whom it may concern,

I am writing to you in relation to your Traineeship Programme which I found on your website following my research of same.

I am currently working as a Legal Officer in the Legal Services Support Unit (LSSU) in Education and Training Boards Ireland (ETBI) with the majority of my work being in relation to Data Protection, Freedom of Information and Child Care Law.

My current position is assisting a barrister in answering various legal queries from Education and Training Boards which require research of various areas of law such as charities Acts and legislation regarding admission to schools.

I assisted my Manager in developing a website containing information regarding ETB schools, centres and head offices’ data protection obligations and how to meet same. For this project, I created content which could easily be understood, I researched the data protection legislative and the Data Protection Commission’s determinations on same. I also created a test which thousands of ETB staff have sat to date. On foot of the success of this website, I was tasked with creating content for another data protection website but this would be aimed at learners in Further Education and Training centres who were finding it difficult to obtain employment as part of work experience because of employers’ fears of a learner committing a data protection breach. I created videos with my voice over them so as to make the website as entertaining and user friendly as possible and it has been a success.

I have been aware of your success as an Irish firm as your firm was at a law careers event which I attended in National University of Ireland Galway. I admire the work you do and your emphasis on supporting trainees in reaching their full potential, particularly with the element of partnership supervision forming part of your Traineeship Programme.

Thank you for considering my application and I would greatly appreciate if you would keep me in mind for any upcoming vacancies.

Yours sincerely,

Lisa-Marie Donnelly