Dear Hiring Manager,

Please accept my enclosed application for the traineeship position advertised on the By careers website. Having read through your job description, I am certain that I would be a fantastic fit for your organisation. I have completed five of the FE1 exams, most recent exam results will be out in May and I intend on sitting the remaining two (European Law and Contract Law) in October 2021.

At my previous role as a legal summer intern, at Whelan Murtagh Solicitors, my responsibilities included directing calls, attending court hearings to note judgements, and updating the legal aid databases. During my time as a junior project management administrator at DPS Engineering, I was required to schedule meeting rooms, run weekly meetings with the project managers and engineers. Moreover, I was required to take minutes and delegate tasks arising from the meeting. I organised staff parties and was in charge of rewarding employees, amongst other duties. My attached resume further illustrates my duties and accomplishments, as well as experience at other companies and organisations – I am available for an immediate start.

I would very much appreciate the chance to join the team and contribute to your future success. Rest assured, if given the opportunity, I will meet and surpass expectations in this role. I am looking forward to hearing back from you, and I would jump at the opportunity for an interview.

Thank you for your consideration.

Sincerely,

Lorena de Carvalho