Neil Duffy

81 Glenside,

Newtown,

Annacotty,

Co Limerick.

Dear Sir or Madam,

I am a final year law student at the University of Limerick. I wish to apply for a position as a trainee at your firm. As requested please find attached a copy of my CV.

I am an ambitious and hardworking student which can be demonstrated from my previous work experience and college grades.

I have always had an interest in the law and I am now strongly committed to a career in law having completed an eight-month placement in the asset management department of the world’s leading aircraft lessor, GE Capital Aviation Services in Shannon. My time on co-op gave me a real feel for the practical application of the law. I got a real sense of the commercial litigation process having actively been involved in the legal departments ongoing cases. One of the more interesting projects I was tasked with was to conduct some legal research into the active contract lease agreements of the organization and report back on possible breaches from lessees. My time on placement certainly reassured me in making the decision that this was the career for me.

Over the last five years I have been fortunate to have been provided with opportunities to work within both a managerial and analytical capacity for several US multinational organisations. This has played a significant role in the development of my communication and organisational skills. One application of these skills which I am proud of is my management and development of the first multilingual team at Gilt.com in my role as Customer Operations Supervisor. This allowed me to scale a team from the ground up and expand our service to customers outside of the US. I believe that I can bring these skills to the trainee programme and further refine them.

I consider that I have the necessary skills and drive to succeed at your leading law firm recognised for delivering quality, knowledge and experience to its clients. I am particularly interested by the firm’s commitment to investment in their people. I always strive to enhance my skills and knowledge and I feel that I would flourish in the environment of excellence and support offered by your firm.

Please find attached CV and I look forward to hearing from you.

Yours sincerely,

Neil Duffy