COVER LETTER

I am applying for an Internship/Work placement role.

I graduated from Letterkenny Institute of Technology in October of 2018 with a BA (Ord) Law with Criminal Justice, I decided to complete my studies further by progressing into the BA (Hons) Law with Criminal Justice course, which I’ve just completed my last exam. I am now actively looking to use my knowledge from my studies to further help those who are seeking information from the legal sector.

Throughout my studies I have gained valuable skills such as effective communication, interpersonal and teamwork. There has been various projects in which I had to participate in teamwork and I was nominated as team captain on occasions as I had the necessary leadership skills. I’m comfortable in working in teams and working individually, I would describe myself as adaptable to the environment. During my studies, I was recognised for my effective work ethic and I was rewarded by my lecturer with an award.

During my time working in the hospitality sector I have developed the essential skills and rapport when working alongside large groups of people and when interacting with the public. This experience has allowed for me to work under pressure and continuously improve on my organisational skills. Although I do not have experience in the legal sector as of yet, I do believe however that based on my past experience I’m willing to learn at a quick pace and the skills which I take pride in will benefit me.

Please read my attached copy of my CV which will provide further details of my experiences, skill set and academic qualifications.

I appreciate you taking the time from your schedule to consider my application for the role. I look forward to hearing from you.

Kind regards,

Niamh McCole.