Rebecca Haine

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13th October 2017

Dear Sir/Madam,

I wish to apply for a position on your Trainee Solicitor Programme. Byrne Wallace is a fast-moving, highly regarded firm, and I believe my extensive expertise make me the ideal candidate for the job. Please find enclosed my CV for your consideration.

I am focused on building a successful career in business and law as I know that the fast-paced environment will give me the challenge I thrive on. I am a strong relationship builder and team player, with a real determination and motivation to achieve success.

As stated in my attached CV, I am a final year student of Business and Law at Dublin Institute of Technology, hoping to graduate with a 2:1 degree. I believe the knowledge and skills I have attained throughout my degree make me the perfect candidate for the role.

Within two months of working as a Sales Associate for The North Face in Dundrum, I was promoted to the position of Supervisor. Having held this role for almost two years, I strongly believe I have developed a strong skill set that will greatly benefit your company. This management role has aided me in developing strong leadership skills through the management of the sales team and delegation of tasks. Furthermore, managing customer issues and complaints has greatly improved my communication and interpersonal skills. The role has also proven my ability to work independently or as part of a team, without the constant need to be supervised or directed.

This position in your company particularly interests me due to my keen interest in legal studies and a future career as a solicitor. During my degree I studied numerous legal modules, and the skills obtained from these modules have given me an excellent foundation for building a career as a solicitor. Aside from my degree I have built upon my interest in this field in a number of ways. I have recently commenced work on my applied project on the role of medical professionals in the process of acquiring legal recognition of a person’s gender identity.

These skills and strengths outlined above, combined with my passion and enthusiasm, as well as my deep and varied academic and employment experience, prepare me to make a strong and immediate impact on this company.

Thank you for your time and consideration. I look forward to hearing from you to discuss my application further.

Yours Sincerely,

Rebecca Haine