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Dear Hiring Manager,

I am writing to you to apply for a training contract at your law firm. I am a recent Law and Finance graduate from Maynooth University, and I have completed all eight of the FE-1 examinations with the aim of undergoing the PPC in Blackhall this year..

Although I do not have direct experience working in the legal field, I have many years been active in national and European political, and civil society NGOs, where I have taken on roles that include ; policy research and formulation, event organization and management, administration and leadership roles. My experience from the NGO sector has given me many skills that would suit an office environment, such as research, document compiling and sorting, copywriting and typing, and project management.

My previous working experience is in the hospitality sector, where I have worked for over seven years, in my time as a bartender, I have learned many valuable skills such as ; customer service, communication, cash handling, teamwork and time management and how to work in a stressful, fast faced work environment. Since May 2022 I have been working in the financial services sector in KPMG, working on various projects for a retail bank client. This work has given me experience in office work, microsoft suite, data analysis,

I would be grateful for the opportunity to work and gain valuable experience during this traineeship. I am an ambitious and hardworking person, with great communication and interpersonal skills, and always willing and excited to learn new things. I look forward to hearing from you.

Kind regards,  
Robert O'Donnell