Parting Glass,

Quin Gardens,

Quin,

Co. Clare.

To whom it may concern,

My name is Sarah O’Reilly and I am currently in my final year of study in NUIG studying Corporate Law.

Please find enclosed my curriculum vitae and application for a traineeship with your firm. I will be graduating in 2018, and am currently looking to take on an internship during the course of that summer. I am then planning to undertake a 1 year LLB before completing the FE-1 exams across 2019. I am interested in acquiring a traineeship thereafter.

With a 2.1 in second year and a focus to achieve a high standard in my final year, I hope to gain practical experience across the different areas of law as well as practicing and developing my legal knowledge and skills.

A traineeship with your firm would offer me an opportunity to deepen my knowledge across the various practice groups in a team based environment, where my natural curiosity and team ethos can be brought to bear. The opportunity to work directly with clients and work abroad are also of keen interest to me.

I look forward to the possibility of interviewing with you and thank you for considering my application.

Yours sincerely,

Sarah O’Reilly