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To Whom it may concern,

I am writing to express interest in your Traineeship Programme which I found advertised on both your website and through University College Dublin’s Law School. I would greatly appreciate the opportunity to work in one of Ireland's leading law firms. I am currently a full time final year student in University College Dublin studying Law with History and will be completing my degree in May of this year.

I am pursuing a career as a lawyer for many reasons. I consider it a very prestigious and honourable career that would give me the unique opportunity to help others and provide a service that is for the greater good of society. This is based on a fundamental belief that an effective justice system is crucial to the functioning and advancement of society. Law has the unique potential to change society, influence politics, make history and enforce change in the world that no other career can provide. I chose it as my degree for the intellectual challenge and so far it has been very gratifying. The law also offers such diverse practice areas. Through legal internships with Marcus Lynch Solicitors, A&L Goodbody and the Irish Centre for European Law I was exposed to the daily practice and procedures of a law firm but also the challenges that face solicitors. This has only solidified my interest in legal practice. I would now like to take this experience further and participate in your Traineeship Programme. I consider myself highly motivated and as such I would hope to achieve as much as possible during the course of the Traineeship. Along with learning and improving my legal skills I would like to establish myself as a valued trainee and prove my potential worth to Byrne Wallace in the future.

Through my studies and legal internships I have developed the crucial writing and analytical skills necessary for a career as a solicitor. I now have significant experience in legal research and in drafting correspondences and legal documents through my internships. Through my experience in coaching and working with Fitzers Catering I have developed excellent communication skills, enhanced my abilities to work in pressured situations, work on my own initiative and learned to provide excellent customer service. Many of the attributes and abilities you require for this position I am proud to say I possess. Through my vast years of experience with working with children I have proven myself to be a responsible person. In working with children I have learned it is important to be able to communicate effectively, be energetic and enthusiastic. I am aware that an ability to engage and communicate effectively with clients is crucial to success as a lawyer.

I am proud to say that I am an accomplished sportswoman winning both All-Ireland and Leinster titles with Dublin Ladies Gaelic Football teams. Growing up participating in both individual and team sports I understand the importance of being a team player and operating to a high level in pressured situations. I can work well with those around me and consider myself highly motivated.

I would like to take this opportunity to thank you for your consideration and hope to hear from you soon. Please see enclosed my curriculum vitae and references. I am contactable over the phone at 087 2276 181 or by email shaunagarvin@gmail.com. Please do not hesitate to contact me if you require additional information.

Thank you for your time,

Yours sincerely,

Shauna Garvin.