*Sophie Conboy*

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Re: Traineeship Application

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Dear Sirs,

I am writing to you to express my interest in taking part in a traineeship with your firm which I heard about through various graduate careers days that I have recently attended.

I am currently working in a general practice law firm as a Legal Secretary in order to gain valuable experience of the legal environment while I study for my FE-1 examinations. As you will see from my enclosed CV, I have recently completed a Bachelor of Civil Law degree at NUI Galway with a 2.1 grade. During my studies, I had a keen interest in the subjects of Company Law and Contract Law which I believe will assist me greatly in a firm like yours.

I have heard of from many different graduate fairs and past students of NUIG and believe that you would be the best fit for me in my career goals. I believe I could also make a significant contribution to the future success of your company and look forward to the opportunity of explaining how I can do this at interview.

I look forward to hearing from you and can be contacted anytime on my mobile, *(086) 330 6031.*

Yours sincerely,

Sophie Conboy