Dear Gillian Farrelly,

I am Stephen Boyle, a recent law graduate from DCU and I am very keen to obtain work as part of your Traineeship / Internship Programme. I have completed my FE-1 Exams and I have previous experience working in a law firm at LK Shields, and with their Trust and Compliance team. I am eager to begin work promptly, and I wish to commence PPC1 as soon as I can. I believe your firm is the perfect professional environment for me to help improve my legal skills and to help further my career.

My interest in law stems from a number of sources: I enjoy reading and etymology; my father works regularly with lawyers and his stories have fascinated me over the years; it is a great profession to have and I am a very good worker. I am also considerate of the needs of others as well as respectful.

From my educational experiences at Belvedere College S.J., I have become a ‘Man for Others’, resulting in going above and beyond for other people, which I have taken forward in life to aid customers and people in general. In addition, my Bachelor’s degree from DCU in Civil Law (Law & Society) has given me the opportunity to not only learn the core law subjects, but also a wide range of modules which include laws interaction with society at present and areas which will become vital in the upcoming years. This has made me more adapted to law in today’s world and ahead of my competitors.

Given my broad work experience and wide range of sports that I have competed in at a high level, I believe I have acquired a strong skill set, which has helped me in becoming a good all-rounder. I have worked throughout with the public, as well as in demanding and testing environments and long hours; resulting in being able to work effectively and efficiently under pressure. From my experiences at work and from sport I have had great success both as a team player and as an individual. Whenever I put my head down and concentrate on my goal, I’m very devoted to the task in hand and passionate about succeeding. This approach has stood me well.  I have also learned much from John Costello, my hurling and football mentor for many years.

I have enjoyed studying all areas of the law as set out in my curriculum vitae, along with additional law modules as part of my degree including Healthcare Law and Law of Torts. I am confident that I’ll be able to contribute in a positive way towards your legal practice, as I am ambitious, practical and passionate about what I do. I have learnt about your very successful law firm, and your diverse work you have done as experienced industry leaders dedicated to delivering the excellent service your clients deserve in the most practical and cost-efficient manner. It will be exciting to be a part of such a prestigious, progressive and forward-thinking team of professionals who deliver winning results.

I am attaching my CV for your kind perusal and will be grateful if I am given an opportunity to be given any work experience at your firm. Please do let me know if you require anything else.

Thank you for your time and consideration and I look forward to hearing from you.

Kind regards.

Yours sincerely,

Stephen Boyle.