**Re**; Public Affairs Trainneeship

Dear Colleagues,

My name is Steven Marren, and I am writing to apply for the position of Public Affairs Trainee. I am a recent law graduate from the University of Limerick and am currently looking for my next opportunity to further my own professional ambitions of practising international law.

I have completed a Graduate Entry LLB in Law, and previously graduated with a degree in Politics & Sociology. My academic performance has been acknowledged on two occasions by receipt of the UL Presidents Letter in Recognition of Academic Excellence during the course of my legal studies. I would also draw your attention to my extra-curricular experience as Senior Editor of the Plassey Law Review. In this role I worked closely with a 10-member team to draft, edit, and publish two editions of the Review.

From my CV, you will see my legal work experience. I recently completed an internship in a large commercial firm. In this role I worked in a busy litigation department, and gained a full understanding of the dispute and resolution process, both within and out of the court process. I have gained experience in drafting of correspondence, settlement agreements, and court documents such as pleadings and affidavits.

I have also taken part in the Chief Justice Summer Program where I joined a judge’s support team in the Court of Appeal. In this role I was tasked with proofing memorandum, preparation of the Judge’s bench, and working with Judicial Assistants and Registrars to ensure a smooth running of court and efficient scheduling.

With the above achievements, experience, and alignment of career progression, I believe I am a suitable choice for any legal practice and believe I can make a significant contribution to your firm. I want to thank you for taking the time to consider me for your role, and I look forward to discussing this opportunity further.

Kind regards,

Steven Marren