

Zach Toal
57 Bellevue Road
Glenageary
Co. Dublin
0833950063
toal.zach@gmail.com

Byrne Wallace
88 Harcourt Street
Dublin 2
D02 DK18

29 September 2022

Trainee Programme

Dear Emily

I am writing to apply for the trainee programme as advertised on your website. I have passed all 8 of the FE-1 exams.

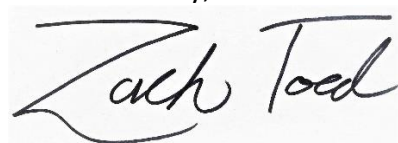
I currently manage a mid to high end jewellers in Dun Laoghaire. My role entails the delegation of duties to staff, management of our online store and customer purchases, regular correspondence with suppliers to ensure a properly maintained store. I have developed strong inter-personal skills through customer sales and organising projects for the various clubs in my area, acquiring long term customer retention. It is an aspect of my job I enjoy; with attributes I can transfer over to client facing settings.

My education background is in science and engineering which has given me a strong analytical and problem-solving foundation. I am very proficient with computers, the use of which played a very prominent role in my studies, particularly the Microsoft Office suite. I am comfortable with numbers and technology and believe I can handle any technical aspects which may arise in the role.

I undertook the FE-1 exams not only because of my interest in law but also to challenge and push myself. I am also currently doing a diploma in Data Protection Law and Governance in UCD. I am enthusiastic and eager to learn new things, and I am excited to develop and gain experience in the legal profession.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity. I can be reached any time by phone or email.

Yours sincerely,

A handwritten signature in black ink that reads "Zach Toal". The signature is written in a cursive style with a large, sweeping initial "Z".

Zach Toal

