**Zoe Lo**

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Dear Sir/Madam,

This letter is to express my interest in the Trainee Solicitor position advertised on the company website. I believe I’m a suitable candidate as I fulfil all the requirements desired for this position, therefore I am submitting my application today.

My name is Zoe Lo, I am a UCD graduate with a joint major in Economics and Politics. I am also a graduate of the Honourable Society of King’s Inns with the diploma in legal studies which enabled me to establish a strong legal foundation and connections. In addition, I have passed three FE1s in my first sitting in October 2020 and I will be sitting the remainder of the FE1s this October. I believe I’m an ideal candidate for this position and can contribute tremendously given my extensive legal knowledge and bilingual skills in English and Chinese (Mandarin and Cantonese) especially in a busy office such as yours.

In terms of work experience, I have had the opportunity to work in BidX1, an online auction company where I provided secretarial support to the surveyors, liaised with the client’s solicitors, and assisted in the contracts of sale alongside the legal counsel. In my position as assistant boutique manager, I maintained an organised and efficient work area as I manage and support six fellow stylists. These experiences improved my problem-solving skills and ability to meet deadlines under pressure. As I have finished my required legal studies, I am now seeking a challenging and supportive place to embark my legal career in.

I believe that my background, skills and experience would be an asset to your firm, and I look forward to hearing back from you soon. Thank you in advance for your time and consideration.

Yours sincerely,

Zoe Lo