

ByrneWallace
88 Harcourt Street
Dublin 2

2 September 2019

Dear Sirs,

I am applying for your Trainee Solicitor Programme as advertised in your website.

I have been working as a legal secretary for four years and I believe that the experiences I have acquired to date will serve as a great foundation to develop my skills and knowledge while training as part of your firm. I believe that I would be a great addition to your team and a competitive candidate for this position.

I believe that my practical knowledge and expertise in drafting legal documents, court attendances and working on projects within a large team of professionals, as well as being in charge of my own project are just a few of the strengths that would help me in succeeding in this position and set me apart from the competition.

I enclose my resume and contact details below along with appended breakdown of my third level education. Thank you for your time and consideration. I look forward to hearing from you in due course.

Yours faithfully,

Stephanie Villanueva