Áine Butler-ffrench,

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085 2800582

30th of September 2022

Dear Sir/Madam,

My name is Áine Butler-ffrench, and I wish to apply for a trainee programme at ByrneWallace. I am currently in my final year at DCU where I am studying Joint Honours Law and Media Studies.

My degree involves a study of media and law modules. At the end of my final year, I will have completed the eight FE-1 subjects. My course of study in media modules includes analysing media and power, communications, climate change, and crime and policing in the media. I have attached my CV which outlines the module grades I have received to date.

I have worked in part-time jobs since the age of fifteen and have acquired many important skills. I managed client records and arranged payment transactions. Confidentiality and integrity were always of the utmost importance in my work. I acquired efficient communication skills through the use of phone and email and developed teamwork skills from my relationships with staff and managers. I am currently Supervisor at Starbucks Howth. I assist the store manager and execute the manager’s jobs when the manager is not on shift.

Last year, I was chosen to participate in INTRA. Intra offers internships to students on completion of their second-year studies. I worked as a tax assistant at Ernst and Young Dublin.

I would be very grateful for the opportunity to work at ByrneWallace. I admire the company’s determination in creating a positive and inclusive atmosphere in the workplace. I am very interested in climate change, and I am very impressed by BryneWallace’s commitment to recycling and becoming the first law firm in Ireland to apply an integrated Environmental Management System.

If you require any further information, please do not hesitate to contact me.

Yours sincerely,

Áine Butler-ffrench.