ByrneWallace,

99 Harcourt St,

Saint Kevin’s,

Dublin,

D02 DK18

Dear Sir/Madam,

My name is Aifric Madden, I am a 4th year Business and Law student at University College Dublin. I enclose my application for ByrneWallace traineeship programme which I hope will give you an insight into my background and personality. I have had an ambition to pursue a career as a solicitor since school. My principal motivation to study Business and Law was to develop the requisite knowledge and inter-personal skills associated with the legal profession. The fast-paced nature of the role appeals to me and I relish the opportunity to engage in customer interaction on a daily basis. I am a diligent and conscientious self-starter who will embrace the many challenges that face a trainee solicitor.

I am applying to ByrneWallace as the firm has clearly established itself as the pre-eminent commercial law firm in Dublin and it would be a great opportunity and honour for any graduate to join your team. I feel that not only has ByrneWallace had a stellar past, but they are going to be one of the key legal firms at the heart of Irish economic growth in the future and therefore have a great deal to offer an aspiring trainee such as myself.

I believe ByrneWallace should select me as a trainee solicitor as I will bring a wide range of skills to the table that will justify your decision. I feel that my outgoing personality, hard-work ethic and analytical approach to problem-solving will stand me in good stead and allow me to make the experience positive for both ByrneWallace and myself. I am conscientious, hard-working and I relish a challenge. In particular I enjoy meeting people, integrating within a team and tackling problems presented by clients and colleagues. It is my natural pre-disposition to take responsibility in a team environment and I will always put the maximum effort into every task. These attributes make me a strong candidate for the position of Trainee Solicitor.

Within the industry, ByrneWallace has a reputation for professionalism and success, an environment I feel I would excel in. I hope that on the basis of the above information, you will consider me a suitable candidate for an interview where I will be able to demonstrate my qualities in person.

Kind regards,

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Aifric Madden