Aisling Doyle

7 Orwell Park,

Rathgar,

Dublin 6

Byrne Wallace

88 Harcourt Street,

Dublin 2

Dear Sir or Madam,

I am writing to you regarding your traineeship programme. I have heard of the strong reputation Byrne Wallace hold and would love the opportunity to train and grow under the guidance of partners who are recognised leaders in their field. I hope that my CV and application demonstrate the skills and capabilities you require at your firm and show that I am a deserving candidate for this programme.

I found myself drawn to your firm for a number of reasons. I admire that as one of Ireland’s leading commercial law firms, Byrne Wallace maintain a strong sense of community and a collegial atmosphere while delivering unparalleled legal advice. Byrne Wallace are unique in their genuine interest and dedication in developing trainee solicitors. As a driven and enthusiastic individual I believe I would thrive in such an environment.

It is evident from your involvement in and emphasis on Corporate Social Responsibility that your firm value integrity. I appreciate the importance Byrne Wallace attach to being a responsible contributing member of society through volunteering and fundraising but also through your commitment to being energy efficient and managing your impact on the environment. These values resonate with me as someone who has carried out extensive charity work and who is extremely passionate about conservation and the environment.

The collaborative culture and client-based approach Byrne Wallace advocate requires trainees with strong communication skills who can work cohesively within a team. Having a demonstrated history of working in the service industry and also through my experience as a legal intern, I have developed and tested these skills.

As a Business and Law graduate I have developed a keen interest in both areas and have established the ideal skill set for a corporate law firm. I have a strong sense of commercial awareness from my experience in creating new ventures and working closely with entrepreneurs. Furthermore, through the completion of a diverse range of law modules I believe I have strengthened my research and writing skills.

As you will see from my attached CV, I have had a number of part-time jobs throughout college including being part of a promotions and events team. I believe that my experience across these industries has not only provided me with resilience and patience, but also highlights my ability to work under pressure in a fast pace environment, communicate with customers effectively and my commitment to working long hours. Additionally, these jobs have strengthened my interpersonal and communication skills.

I am a passionate, optimistic and determined individual. I am aware I do not have perfect results, but I am a highly capable individual with an excellent work-ethic and can-do attitude. I firmly believe if given the opportunity, I could prove to be a highly productive and collaborative member of your team at Byrne Wallace.

I have enclosed my CV and recent references. I would be delighted to have the opportunity to meet in person to discuss my experiences and ambitions in more detail. Please do not hesitate to let me know if you require anything else as part of my application.

Thank you for your time and consideration. I look forward to hearing from you.

Yours Sincerely,

Aisling Doyle