Aisling Weldon

Woodtown, Drumconrath,

Navan, Co. Meath

19th October 2018

ByrneWallace

88 Harcourt Street,

Dublin 2.

Dear Sir/Madam,

I am writing to you today as I am interested in acquiring a place on your Trainee Programme. Please accept my CV which I have enclosed. I am currently in my final year of my law degree in University College Dublin. I am very hard working and enthusiastic and would appreciate the opportunity to prove this to you.

I am interested in becoming a trainee solicitor in ByrneWallace because of the firm’s reputation as a forward-thinking firm with expertise in a wide variety of areas. I am also very interested in ByrneWallace’s approach to Corporate Social Responsibility and volunteering and it is something that I would be very interested in getting involved in if I were to be hired.

I believe that I have many skills that would be applicable to your firm, including effective communication skills, excellent organisational and teamwork skills. I have demonstrated my communication skills through my work in Tony Collier Solicitor where as part of my duties I work closely with the clients by answering the phones and taking their messages and answering any queries I can for them. I also have to converse with barristers and relay to them precise information on the cases.

I was also one of 20 students that was chosen to go on the annual Corporate and Commercial Law Study Visit to London. As part of the trip we visited some of the biggest corporate firms in the world and took part in various workshops, such as negotiation and case studies. This experience has helped me significantly as a I am aware of what is expected of a trainee training in a leading commercial firm.

I would enjoy the opportunity to talk to you in person and answer any questions you may have regarding my CV.

I look forward to hearing from you in the near future.

Yours Faithfully,

Aisling Weldon