

Rathartan
Lusk
Co Dublin

5th October 2015

Ms Sinead Fox
HR Administrator
ByrneWallace
88 Harcourt Street
Dublin 2

Dear Ms Fox,

My name is Alexa Donnelly and I wish to apply for this position of trainee with your firm Byrne Wallace. I am a strong candidate for this position because I have the academic and professional skills required to excel at this role and I have always been eager to join your firm.

Byrne Wallace has stood out to me as being at the forefront of the Irish legal market. It is consistently ranked highly at a number of awards ceremonies, winning at the Irish Law Awards in 2014 and 2015. It is one of the largest firms in the country, and is well known for its progressive outlook and expansion. The firm has a wide breadth of practice areas and I am impressed that it is the only Irish law firm to have a Lexcel accreditation, proving its commitment to integrity.

I am a strong candidate for this role as I have an excellent academic record - I achieved a 2:1 in my Bachelor of Laws degree, achieving a 67 and a 69 in my third and fourth years respectively. I have strong writing and research skills which I developed during my LLB and my time working with Fieldwork Future, a market research company. I developed commercial awareness while working for a series of hedge funds as a temporary office assistant in New York City.

I honed my teamwork and communication skills while working on the committee of the College Historical Society for two years. There I helped manage a team of fifteen people and also organised the Leinster Schools Debating Competition - the largest non-sporting schools competition in the country. I also had an opportunity to develop my sales and teamwork skills while working with the Trinity Alumni and Development office, where I was promoted to supervisor.

I am an engaging and social person with an open mind and a bubbly character. I love meeting new people and learning through both experiences and those around me. I pay attention to detail and am effective and timely in completing tasks.

To conclude, I am a strong candidate for this position and I would be honoured to have the opportunity to work with your firm. I am interested in your areas of expertise and think that I could bring a lot to your team. I am available for interview immediately and I have included a CV with this application.

Kindest regards,
Alexa Donnelly