101 Mount Merrion Avenue ,

Blackrock,

Co. Dublin,

19/10/2016.

Beth Onslow

HR Administrator

ByrneWallace

88 Harcourt Street,

Dublin 2,

Dear Ms Onslow,

As a final-year student of Business and Law in UCD, with a strong academic record, I am writing to apply for a traineeship position in the ByrneWallace Traineeship Programme starting in September 2018. I hope to complete my FE1 examinations in two sittings in October 2017 and April 2018.

I would be delighted to be granted a traineeship in ByrneWallace, as your programme, through the smaller intakes and departmental assignment of trainees, offers great exposure to varied and interesting work where there is easy access to partners who are experts in their field. ByrneWallace was recently awarded Law Firm of the Year 2016 and this along with your Lexcel accreditation demonstrates the progressive and innovative nature of your firm and I believe this would be an exciting time to join. In the brief time I spent in the Employment Department in Byrne Wallace, it gave me a taste of the skills and responsibilities necessary to be successful in a top tier law. The high quality level of training and open door policy of your firm allowed me gain valuable experience. This demonstrated to me how ByrneWallace puts every effort into their employees so that they can reach their full potential fostering a high level of employee retention, seeing people progress from trainee to partner.

The supportive culture and collegiate environment created in ByrneWallace, which I experienced during my work placement and at the trainee open evening, is one of the most attractive aspects of your firm. I believe this team based approach to business would be an excellent fit for me as I have great interpersonal, communication and team work skills, which I have developed through my participation in tennis, at interprovincial level, tag rugby and societal teams.

My experience in various voluntary and paid work, as set out in my CV, have emphasised to me the importance of being able to communicate effectively, which has built the best customer relationships. I respond to messages and emails promptly, I listen to what the clients want, understand what is most important to them and then work with them to achieve their goals. Being reliable, friendly and going the extra mile has resulted in constant repeat business and great referrals. These skills, I believe, will allow me to excel in the client-focused service offered by ByrneWallace, which tailors to the particular needs of their clients.

In my various roles I have also developed a strong analytical approach to problem solving. In particular, as Captain of UCD Tennis Club, I faced many challenges because the change of personnel every year leads to an often fractious and difficult relationship with UCD Management and DLTC. From the outset, I was proactive in seeking to resolve these problems, through a common sense and solution focused approach, setting up face to face meetings to better understand the issues, recognising the various points of view, developing resolutions which were acceptable to all the various parties and which left the club in a much better standing with the College and with the DLTC. This ability and my commercial knowledge, developed through my various work experiences and the business nature of my undergraduate degree, are one of the many reasons I would excel as a trainee in your firm.

Please find attached my CV highlighting my education, achievement and work experience. I hope to have the chance to interview with you about a traineeship position. Thank you in advance for your time and consideration.

Yours faithfully,

Alexandra Drummy