Alison Boland,

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Y34 WF82

20th October 2017

ByrneWallace,

88 Harcourt Street,

Dublin 2, D02 DK18

Dear Sir/Madam,

I am contacting you to apply for the position of trainee solicitor in the ByrneWallace Trainee Development Programme. I am a final year student of the BA Joint Honours (Law and French) degree in Dublin City University.

Please find attached my CV. You will see that I have significant previous experience of working in a Main Ford motor dealership, which has fostered a deep interest in corporate law. My previous experience in a corporate environment has allowed me to develop skills which would be of immense benefit to ByrneWallace. I will thrive in a position that requires flexibility and the ability to quickly adapt to changing circumstances.

The majority of my professional development occurred in a company that is heavily focused on providing excellent client service, and I have developed superb interpersonal skills due to my experiences in client interaction. I believe that I can make a strong contribution to ByrneWallace because it is clearly a modern firm with a progressive mind-set. ByrneWallace is committed to responding effectively and innovatively to its clients’ business needs, as evidenced by its receiving an accolade for Excellence in Client Service at the 2017 Irish Law Awards.

I have grown adept at interacting with clients and other companies. For example, last August I spearheaded negotiations with an external IT company to expand the cloud-based computer system to prevent data loss and simplify file-sharing in the workplace.

I possess excellent problem-solving skills, with a strong focus on achieving goals and results. I take a very logical approach to problems, typically by envisioning a favourable solution and assessing the steps required to achieve it. I have often been described as results- driven, innovative and creative, with a talent for thinking outside the box.

I am highly dedicated and I have a strong work ethic, defined by a fastidious, meticulous approach to my duties. I possess excellent planning and organisational skills, which allows me to manage my duties effectively and achieve the desired results.

Thank you in advance for considering my application. I look forward to hearing from you.

Yours faithfully,

Alison Boland