ByrneWallace LLP

88 Harcourt Street

Dublin

D02 DK18

27 September 2023

**Ref: Traineeship 2023**

Dear HR Department at ByrneWallace LLP:

The trainee position at ByrneWallace LLP matches the experience I have and should provide the next challenge I am seeking within my career. I would like to apply for this position. As requested, please find enclosed a detailed CV.

As my CV describes, I am currently a corporate secretarial assistant in the corporate secretarial department at ByrneWallace LLP. I have graduated from Maynooth University with a high grade and have cleared 7 FE1 exams to date. Prior to this, I was a paralegal in the corporate department at ByrneWallace LLP. During my time in this role, I gained invaluable skills such as analytical skills by reviewing and drafting various documents such as company incorporation documents, resolutions, contracts and the various forms to be filed with the CRO. Having the opportunity to sit in client consultations and board level meetings have enhanced my communication and interpersonal skills. I have been praised for my attention to detail and drafting skills on multiple occasions by the various partners on the floor.

I wish to pursue a traineeship at ByrneWallace because of the small trainee intake, opportunity for early development and the experience I have had so far in my current position and prior position as a paralegal in the corporate department. Due to the small trainee intake, I feel I would have more exposure to technical matters and a greater involvement on projects which would provide the opportunity of early development. Working alongside my fellow colleagues has shown me what is expected, and the amount of responsibility given from an early stage. I have found all the senior staff to be very helpful in going the extra mile in providing instructions and explaining the background of the task assigned. Everyone is approachable and willing to help. For these reasons I would like to develop my career with ByrneWallace LLP.

Further, I have been awarded many achievements throughout my academic life. Among them is an award named the ‘*Professional Skills and Commercial Awareness*’ certificate by BPP University, UK and ‘Top Student’ awards from Adamstown Community College. More recently, I completed the ‘*Cyber Security Global Virtual Internship*’ with Clifford Chance. I am greatly invested in world affairs and cricket. I am part of a cricket club in my locality, and I enjoy going to the gym.

My ability to thrive in a mission-driven environment, coupled with my personal and professional commitment to succeed in the field of law makes me the ideal candidate. ByrneWallace LLP is the perfect firm for me to further nurture my abilities and grow with the support of my mentors and peers. I truly believe my motivation and commitment to this field would be an asset to ByrneWallace LLP.

I am excited about the possibility of speaking with you further on this opportunity. I can be contacted most easily by email or phone at (087) 705 7432.

Thank you for your time and consideration.

Kind Regards,

Aman Afzal