170 New Seskin Court

Whitestown way, Tallaght

Dublin 24

18 October 2017

Mr. B. Wallace

88 Harcourt Street

Dublin 2

Ireland

Dear Mr. Wallace,

I would like to apply for the position of trainee solicitor programme as advertised on the UCD Law Recruitment Fair. I am a master’s student at University College Dublin and expect to complete my studies in August 2018 with a 1:1 honours degree. I enclose a copy of my CV for your attention.

I wish to become an Byrne Wallace Trainee because I have researched your website and your graduate management scheme and I feel that I am a strong candidate for your trainee development programme. I choose Byrne Wallace because of its excellent Reputation. It has a long tradition of developing trainees and given the support to become an expert legal and business adviser. It has a stimulating environment which shows your commitment to the graduate programme.

I was successful in securing a work experience which introduced me to work in a commercial environment where teamwork and client care were vital in meeting clients demands. I had use my skills in leadership and teamwork developed from my studies and a number of societies. I assisted in preparing and production of documents required for court and attended court with the solicitors; I was an active worker and found working in a law firm challenging, rewarding, and enjoyable.

My ability to communicate effectively was successful as I was able to secure a part time at Institute of Public Administration. I have been a student ambassador and member of the DCU student Intentional justice mission; I have organised a range of event and activities such as fundraising.

I am Hardworking and enthusiastic. I believe that I have a particular skill for public speaking and can put my case forward in a clear, well-structured and logical manner. I believe that I would make an excellent adversary. I am passionate about law and enthusiast to learn more; I am eager to take the first step to a professional career in law.

I hope I have demonstrated the drive and commitment for this challenging programme.

I look forward to hearing from you.

Yours sincerely,

Aminat Runsewe