Amy Henry

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**20th October 2017**

HR Administration,

Byrne Wallace,

88 Harcourt Street,

Dublin 2.

Dear whom it may concern,

My name is Amy Henry and I have recently graduated from the University of Limerick with an LLB in Bachelor of Laws – Law Plus. It is with great enthusiasm that I am writing to you in application of a place on your Byrne Wallace Traineeship Programme. After researching the firm, I believe the Byrne Wallace Traineeship Programme is the right choice for me and more importantly I feel confident that my past experiences and hardworking nature would allow me to contribute substantially to the work at your office.

I am attracted to Byrne Wallace because of the excellent reputation of your Traineeship Programme and your emphasis on continuous personal development through high quality training. I believe the structured nature of the Traineeship Programme will allow me to gain crucial experience in various practice areas in order to equip me for deciding what best suits my own, and the firm’s needs upon qualification. I believe this, combined with the approachable nature of partners, access to feedback and the overall friendly ethos of the firm would allow me to develop into the best solicitor possible.

As you can see from my enclosed CV, I have strong experience working in both commercial and non-commercial environments. I spent time working on the General Litigation Team in Mason, Hayes & Curran. During this, I was afforded the opportunity to work on a number of medical negligence cases and received great exposure to the inner workings of a commercial law firm, like Byrne Wallace. I have also spent 7 years working in the hospitality sector, throughout which I have developed excellent customer representation and interpersonal skills, and the ability to work as part of a team.

In addition to experience I have gained through work, I have also taken further steps to prepare myself for work in a commercial firm such as Byrne Wallace. Throughout my time in the University of Limerick, I made sure to effectively utilise my Law Plus elective options to explore areas of law relevant to those practiced in Byrne Wallace and have taken modules such as Intellectual Property Law, Company Law, Employment Law and ADR. I also believe having worked continuously throughout University, maintaining a steady 2:1 and in turn, qualifying with a high 2:1, stands as a testament to my strong organisational skills.

Overall, I believe that the skills I have gained throughout my past work experiences and my time spent at the University of Limerick combined with my evident strong work ethic makes me an ideal candidate for the Byrne Wallace Traineeship Programme. It is on this programme that I hope to receive the best training possible, strengthen my legal skills and abilities and become a valued member of the Byrne Wallace team. Thank you in advance for taking the time to consider my application.

Yours sincerely,

Amy Henry