**Anastacia Georgieva**

**Apartment 7 (Basement Flat)**

**75 Leeson Street Lower**

**Dublin 2**

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**20/10/2016**

**Crona McLoughlin**

**HR Manager**

**Byrne Wallace**

**88 Harcourt Street**

**Dublin 2**

Dear Crona,

I would like to apply for a traineeship at your firm.

I am a final year Business and Law student at University College Dublin, with a GPA of 3.60. Based on my research of your firm and this programme, I feel I would be very well-suited for this position. I have always placed great importance on my academic performance, both at second and third level education. I also plan on graduating in 2017 with a First Class Honour’s degree.

I am very dedicated to everything I do and always strive to do my best, not just academically. I have always been a very enthusiastic worker and have a great work ethic. I have taken my responsibilities in previous positions very seriously, always producing excellent results. This is evident from my ability to run a marketing campaign, as well as carrying out other administrative and legal work at DB Alliance Ltd, and my ability to tend to all customer needs as a barmaid and barista in a busy environment at Bar BK2, Cork.

I also have recent legal experience working in Cantillons Solicitors, where my appreciation of legal work developed. This position greatly improved my critical thinking and problem solving skills as I carried out legal research, analytical work and work with clients. I would like to pursue my career in law with a traineeship at Byrne Wallace, a firm that has really stood out among the rest for me.

I really admire the work carried out by Byrne Wallace and I am of the opinion that I would contribute very positively to the firm. I would love the opportunity to interview for a trainee position.

I look forward to hearing from you.

Yours sincerely,

Anastacia Georgieva.