0861228129 andrewcampbell500@gmail.com

Byrne Wallace,

88 Harcourt Street,

Dublin 2.

Dear Sir/Madam

My name is Andrew Campbell and I am a fourth-year business and law student in UCD and former intern at AMOSS Solicitors. It is with great enthusiasm that I am writing to apply for a traineeship with Byrne Wallace. Having completed 3 years of my degree and undertaken an internship at AMOSS I know that I would be a great employee as I am academically able and highly driven.

When choosing which firms to apply to I was attracted to Byrne Wallace as it is one of Ireland’s largest law firms and as an aspiring solicitor I wish to work in a fast-paced environment where I can get a lot of exposure to the law. I am unsure what area of law I wish to specialise in but as Byrne Wallace has a diverse area of practice I know I will learn a lot from numerous areas before I graduate.

I aspire to excellence in everything I do and seek mentorship from the best. As Byrne Wallace is the only top tier law firm in Ireland with a Lexcel accreditation it guarantees that I will be learning from some of the finest lawyers in Ireland and so was a major influence in applying here.

 Being a highly competitive and self-motivated individual, I know that I would love to work in a firm such as yours. Studying business and law has meant that I have a strong knowledge of legal principals having studied relevant subjects such as contract law, property law and company Law. Studying business has developed my commercial awareness. My role as a sports club captain as well as a school's team captain means that I have developed key communication and leadership skills. I understand the importance of working together as a team to achieve the desired objectives and comprehend how important it is for everyone to commit to tasks. Having led a committee in my capacity as UCD Table Tennis Club I understand how important it is for everyone on a team to work together to achieve an objective.

What appealed to me apart from the firm’s legal reputation the importance the firm placed on the lifestyle of the trainees. The existence of a sports and social committee, annual BBQs as well as a Well-Being Programme shows the value that the firm has over the well-being of the staff.

The skills I have that I believe will be invaluable in the life of a corporate lawyer are:

• Listening - Working on a construction site has many dangers so it was important that I listened carefully to ensure that nothing dangerous happened. This is important as a corporate lawyer will need to listen to instructions and information from various clients and colleagues.

• Communication- I have spent many years giving presentations as a coach and have sent numerous emails to UCD staff, members of the club and potential club sponsors in my capacity as UCD Table Tennis Captain. I communicate information in a clear and unambiguous way. As a corporate lawyer it is vital to have effective communication skills to correspond to clients daily.

• Time management- I competed at table tennis at a national level while maintaining high academic grades. I frequently had to juggle tasks based on priority. I understand that life as a corporate lawyer will entail many different tasks that will involve smart time management.

• Stamina- I have worked many long hours to meet deadlines. I understand that life as a corporate lawyer will entail long hours. This will be easy for me.

• Organizational-I am a very organized person. I have had the opportunity as captain of UCD Table Tennis club to utilize this skill in manage both people and organizing events.

• Team player- I am a proven team player having been part of many teams in both school and UCD.

I am certain that my skill set, and work ethic would make me a perfect candidate to this position, and an asset to the firm. There is more detail about my experience and skills in my CV which I would appreciate you look over. Please send me an email or give me a call to schedule an interview at your convenience. I thank you for your consideration and look forward to hearing from you.

Yours faithfully,

Andrew Campbell