Angela Melia

Ballyvoneen,

Newtown,

Enfield,

Co. Meath.

20th October 2017

Beth Onslow

HR Administrator

ByrneWallace

88 Harcourt Street,

Dublin 2

Reference: Byrne Wallace Traineeship Programme

Dear Ms. Onslow,

I am writing to you to express my interest in applying for the traineeship program in Ireland’s largest and most progressive law firm, Byrne Wallace. Being a trainee in your organization, I would have the privilege of committing myself to the future of the organization. The nature of my degree as prepared me for such a role as it would also would allow me to use both sides of my double major degree; International Law and Business. I would also take any opportunities to further develop my experience and qualifications to become an expert lawyer and business advisor.

As you can see, I have extensive experience for an undergraduate student, not only having completed two summer internships with ESB Ireland but, also having been a heavily involved with the college law societies throughout the college. While in second year, I was Secretary General in the university’s FLAC society, which provides Free Legal Advice Clinics, which gave me the opportunity to work alongside professional solicitors and barristers. This has increased my confidence, public-speaking and team-work abilities.

This year I was elected as a committee member of Maynooth University’s branch of Enactus, a globally recognised charity that enabled students to create sustainable business that benefit society. I am treasurer of the society and as such I am responsible for the bookkeeping. As past of the Society, I recently had the privilege of representing Maynooth University as part of the Irish delegation in the Enactus World Cup in London this year.

I would like to formally thank you for your time and consideration. It would be an honor to be further considered for the position and I greatly appreciate the opportunity to apply for such a role.

I look forward to your reply.

Yours sincerely,

Angela Melia