1 Terenure Park,

Terenure,

Dublin 6w

88 Harcourt Street,

Saint Kevin’s,

Dublin 2

18/10/2018

**RE: Traineeship Programme**

Dear Sir/Madam,

My name is Anna Duggan. I am a recent LLB Law Plus Psychology graduate from the University of Limerick. I wish to apply for your Traineeship Programme.

My desire for a career with ByrneWallace stemmed from University when researching Ireland’s largest law firms. During that time, I gained a valuable insight into your award-winning firm and the exceptional supportive environment that your firm has to offer. A traineeship with your firm appeals to me as it would provide me with an opportunity to apply my skills in a stimulating environment and to work with an extensive client base. The level of responsibility, the large volume of work and varied experience that ByrneWallace Traineeship has to offer would be both challenging and exciting.

As my CV shows, I am a versatile person with strong communication, organisation and administrative skills. Since graduating I have both sets of FE1’s. I have previous work experience as a Fund Pricing Analyst with Northern Trust, a Litigation Administrator with Kennedys Solicitors, a Legal Intern with Eversheds Sutherland and as a Paralegal with Arthur Cox. My experience to date has been invaluable in developing my competency in overcoming challenges in a business minded fashion. I am self-motivated and I have the focus to achieve, whether that is working within the legal sector, in my FE1 examinations or during my academic research in Sichuan University, China. I am analytical, innovative and ambitious; values I feel would be of beneficial to your firm.

Thank you for taking the time to consider my application. Please do not hesitate to contact me should you require any further information.

I look forward to hearing from you.

Yours sincerely,

Anna Duggan

0874030215