Dear Sir/Madam,

My name is Anna Mannion, I am a final year law student and I wish to apply for a training contract with your firm, Byrne Wallace. I enclose a copy of my Curriculum Vitae. Examples of my skills and experience that are highly relevant to this role include: analysis and provision of legal advice, policies and procedures concerning European, Contract Law and Company Law from my legal degree. From my internship experience and my work as a paralegal for Trinity College Dublin’s Contract Office I have developed practical legal skills and organisational skills. These include drawing up partnership agreements, report writing, as well as a capability to work effectively and efficiently within a competitive environment. My membership of Trinity Student Managed Fund has also allowed me to hone my skills in financial and day-to-day business abilities.

I am a highly motivated and competent individual with excellent leadership and networking abilities. This is evidenced by recently having set up a law blog with friends from my course where we can discuss our legal interests outside of a strictly academic setting. I have also shown initiative in my ability to secure a position at Camp ABC in the United States as both a counsellor and lifeguard. I worked with young people from inner city New York who had little to no experience in taking part in outdoor group activities, it was exciting and challenging for me to encourage these young people to take part, to work to their utmost potential and to enjoy this new environment.

My educational achievements, together with the professional experience that I have gained, make me a suitable candidate for this position. I am attracted to a position at your firm particularly, as I am aware that Byrne Wallace offers a uniquely hands on experience for their trainees. This would be an excellent opportunity for professional development and progression within a challenging and dynamic work environment. I eagerly await your response.

Kind Regards,

Anna Mannion