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Manager of the Trainee Programme

88 Harcourt St,

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18 October 2018

**Re: Trainee Solicitor Programme**

To whom it may concern,

I would like to apply for a position on the Trainee Solicitor Programme at Byrne Wallace as advertised on the firm’s website.

I am a graduate from the Bachelor of Civil Law degree at NUI Galway and I have recently commenced a masters in International Commercial Law at UCD. I am a business-minded person with a desire to practice law in a commercial law firm such as Byrne Wallace.

I have gained commercial experience, working for Axiom law as a legal analyst within the corporate restructuring department. I therefore understand the importance in developing deep, confidential, relationships with clients and maximising my time-management skills to put the client’s needs first. I have also completed an internship with Arthur Cox in Belfast where I experienced the fast past nature of commercial firms and the particular importance of seamless service to clients. I believe the skills and commercial acumen I have developed from my work experience makes me a suitable candidate as I will bring commitment, performance and innovation to Byrne Wallace as a trainee. I am part of the UCD netball team where my teamwork and interpersonal skills inspire confidence in people; these qualities can benefit Byrne Wallace as I will be able to build strong relationships with clients and colleagues so they trust my advice.

The dynamic nature of Byrne Wallace, the firm’s strong client focus, innovative thinking, thriving learning environment and broad range of industry sectors are few of the reasons I want to train and invest my future as a qualified solicitor with the firm. As a leading law firm in Ireland, Byrne Wallace has always been at the forefront when assessing which firm I want to train with.

The structure of the Trainee Programme attracts me to Byrne Wallace because I will be encouraged to work on my initiative and think on my feet when set with intellectually challenging work. The opportunity to compete rotations in firm’s departments will enable me to discover which area of commercial law engages me the most and allow me to excel and realise my potential. The invaluable exposure to high quality work and a mix of clients will help advance my business acumen and career.

Furthermore, the progressive goal of Byrne Wallace to deliver excellent client service is reflected in the continuous learning and knowledge development offered by the firm. The emphasis on professional development will support my professional growth and enhance my skills as a solicitor to become a responsive solicitor with integrity.

For further reference to my experience and academics please find attached my CV. Many thanks for taking time to consider application and I look forward to hearing from you.

Yours Faithfully,

Anna Vaughan