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 20th October 2016

ByrneWallace,

87-88 Harcourt Street,

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Dear Sir/Madam

I have recently graduated from UCD with a Second Class Honours, Grade 1 degree in Law with Politics and I would like to apply for a position in your trainee programme. This multi-disciplined basis as well as my work experience has provided me with an understanding of law and a skills set that I am eager to develop and I firmly believe your Trainee Programme is the best avenue to pursue this.

Firstly the structure of the programme, placing an emphasis on trainees taking ownership of their training in order to broaden their skillset, sets ByrneWallace apart from other firms. This emphasis on learning and professional development is also reflected within the collaborative framework and open door policy which has been crucial in my decision to apply. Your programme offers an excellent opportunity learn from outstanding legal expertise, in terms of partner supervision, allowing for first class training right from the outset of my career which is why it appeals to me. As a person I strive to constantly improve and develop as shown by my participation in the Summer School run by the University of Tulsa at UCD in 2015 and also the seminar series “Career Skills for Working Life” run by the Career Development Centre UCD. I feel this desire would be facilitated by your programme and why I believe I am suited to it.

Secondly I want to be a part of the team dynamic within ByrneWallace and contribute towards it. The fact that your firm emphasises that trainees are an integral part of this has encouraged me to apply. I want to expand on the skills I believe I have and I feel the support and guidance of your programme is the best way to facilitate this. In addition to this, the manner in which trainees in your firm are encouraged to take initiative and responsibility has been crucial in my interest in the programme. The focus on teamwork I experienced within the RTB, during my time there for Eversheds, has provided me with an understanding its role within the workplace. This role, along with my own sporting background and the positions of responsibility I have held, as Peer Mentor in UCD and Head Girl in secondary school illustrate my ability to be a part of the team and to lead.

Finally the ethos of the firm to provide excellent client service and achieving is why I want to train ByrneWallace. I feel I could contribute to this. My most recent position as an intern for Eversheds within a client office has afforded me experience of this on a daily basis. I enjoyed providing a service of value and I want to take the next step to expand on this further in order to realise my ambition and be the best solicitor I can be. I believe this ambition would be harnessed within your organisation.

My multi-disciplined academic background as well as the wide variety of work experience I have has allowed me to establish a number of transferrable skills. This varied background illustrates my adaptability and hard-working nature. It has also provided me with an insight into which environments I work best in. For these reasons I am fully committed to a career corporate law. I want to be part of a large firm that is focused on teamwork and achieving positive outcomes for clients. It is for this reason that I feel I could contribute to your firm’s exemplary reputation. I hope I get the opportunity to convey my interest in your firm further in your interview round and look forward to hearing back from you.

Yours sincerely

Anne Marie Byrne