To: Byrne Wallace Solicitors,

88 Harcourt Street,

Dublin 2

From: Annmarie Martyn

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**Re: Trainee Position**

Dear Recruitment Manager,

I refer to your recent advertisement for the position of a Traineeship, I wish to apply for this position.

I initially obtained a Bachelor of Arts degree in Law and Economics and subsequent to this completed an L.L.B Degree, both with the National University of Ireland Galway.

In addition, I have completed all eight Fe1 examinations.

I worked with McGrath and Associates of Smithfield, Dublin as a Legal Secretary from November 2022 to January 2023. I then worked as a legal intern with Eversheds Sutherland since February 2023 to December 2023. I have worked on the Disputes Resolution and Litigation team and with the Real Estate team. I am currently working in RDJ LLP as a Legal Secretary in Property and Banking since March 2024.

My goal at this point is to obtain a Traineeship with your firm and become Solicitor at Byrne Wallace. I believe the skills I have acquired to date will be of assistance to Byrne Wallace. These include excellent oral and written communication skills, IT skills, teamwork and attention to details skills. I am good at problem solving and I am strongly motivated when it comes to researching and completing tasks to provide appropriate solutions. I have the ability to adapt to changing and challenging environments which are all essential in order to succeed. I have the ability to work independently and as part of a team. Lastly, I have experience through work which has helped me in my skills in document drafting, legal research and case management systems that would be useful while working in your firm. Through my experiences, I have developed these skills to a degree which would make me an excellent candidate for your firm.

Byrne Wallace appeals to me as it is a firm strong on inclusion and being supportive. These are important elements for any modern-day employer and employees to possess. It is also an international firm, and this would facilitate the broadening of my experience and knowledge. Byrne Wallace appears to be truly interested in assisting potential interns and trainee lawyers become the best lawyers they can be.

I have chosen your firm as it could provide me with opportunities in corporate law which is an area I would like to expand my knowledge and experience in. I believe an opportunity to work with top associates and partners would be very beneficial to advancing my career in law. I find it appealing that by taking part in an Traineeship at Byrne Wallace I would be completing intellectually stimulating tasks. I find myself drawn to a culture that promotes the idea of continuous learning and sharing knowledge. Byrne Wallace is truly interested in helping people to become the best lawyer that they can be with excellent hands-on training provided. The number of services Byrne Wallace provides is very impressive. It makes me very interested in obtaining what I believe would be such a worthwhile experience as there would be the potential of working in so many different areas.

Kind Regards,

Annmarie Martyn