

Aoife McNulty,  
36 Ardglas,  
Dundrum,  
Dublin 16

Byrne Wallace,  
88 Harcourt Street,  
Saint Kevin's,  
Dublin 2

8<sup>th</sup> of October 2021

Dear Sir or Madam,

I write to apply for a position on the Trainee Solicitor Programme at Byrne Wallace commencing in 2023. I have recently completed an LLM in Intellectual Property and Information Technology Law at Trinity College Dublin achieving 1<sup>st</sup> class honours. I am now working as a legal receptionist while I prepare to sit the FE-1 exams.

I am self-motivated, detail-orientated and a strong team player. These attributes are demonstrated in my successful delivery of academic and sporting excellence while working a number of part time jobs. A busy lifestyle has made me an organised individual with good attention to detail and the ability to multi-task. Collaborating and engaging with key stakeholders and my customers in college, sport and employment has allowed me to develop excellent verbal and written communication, problem-solving and interpersonal skills. With knowledge of MS Word, Excel, PowerPoint and Outlook, I am a flexible individual with the determination and ability to succeed in a commercial law firm.

Thank you in advance for taking the time to review my application. I look forward to hearing from you.

Yours faithfully,

Aoife McNulty