

18/10/2017

Aoife Power

ByrneWallace
88 Harcourt Street,
Dublin 2,
D02 DK18

5 Wynnsward Park, Clonskeagh
Dublin 14

Dear Sir/Madam,

I am very interested in applying for the position of graduate Trainee Solicitor Programme as advertised on your website. I am currently completing the Undergraduate Degree in Law at Dublin Institute of Technology where I look to successfully secure a Second Class honours.

I am particularly interested in working for ByrneWallace as my primary interest lies in commercial law. Having researched your publicity material, I believe your company is at the forefront of this dynamic area. I also noted that ByrneWallace was awarded Law firm of the year 2016 at the Irish Law Awards. While I was in school, I worked for three summers as an intern in Orix Aviation Systems Limited which is a Top Tier Asset Management and Aircraft leasing company since 1991. This position enabled me to develop a solid working knowledge of practice and procedure in a busy working environment. During my time there, I work-shadowed an Aviation lawyer and I gained experience by taking minutes in client meetings and conferences for the review and reference of the management team. This experience was fundamental in my decision to pursue a career in law.

I note that you are looking for an individual who can make a meaningful contribution to your community and who will consistently deliver excellent service. As you can see from my CV, I have worked as a supervising bartender and function room manager for nearly two years. My ability to build a good rapport with customers earned me a quick promotion. My role of manager has provided me with a strong sense of customer service, and also developed my communication and interpersonal skills.

I am a keen team player as demonstrated through my work as part of a busy bar team and on the sporting field. I have held many leadership roles such as Captain of the hockey and basketball team in my secondary school where I organized fixtures, events and teambuilding exercises for 20 squad members. I understand that this training programme involves a high level of commitment that I am fully capable of providing. Upon completion of this programme, I would envisage myself as a long-term and valued member of your staff.

I am available for interview at any time and look forward very much to your response.

Yours faithfully,

Aoife Power.