

Audrey Keogan  
Prague  
Ailesbury Road  
Ballsbridge  
Dublin 4  
18 October 2015

Byrne Wallace  
87-88 Harcourt Sreet,  
Dublin 2

**Re: Traineeship Application**

To whom it may concern,

I am writing to apply for a trainee position. I am an FE-1 candidate and a recent law graduate. I studied law in University College Dublin, and graduated in 2014 with an Honours degree. Since my graduation, I have been working as an in-house paralegal in a life insurance company, SEB Life International.

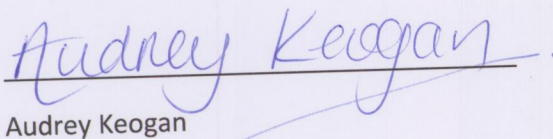
I am eager to pursue a career as a solicitor, and have had various legal internships and experiences, including the litigation department in LK Shields; and the medical negligence, property and banking departments at Ivor Fitzpatrick & Company Solicitors. These experiences have given me a first-hand insight into what it's like to work in a law firm, and how to conduct myself in such an environment. I am eager to further my legal career by taking part in a traineeship.

In my recent role as a paralegal in SEB, I worked closely with the Head of Legal and was awarded a high level of responsibility. My duties included drafting of commercial contracts, legal research, and reviewing domestic and EU legislation. All these experiences have given me a greater confidence in my legal abilities and a stronger idea of what I can bring to Byrne Wallace.

I am confident that I would be a good fit for Byrne Wallace as, throughout my varied work experience, I have developed many transferrable skills, and have been exposed to the values prized by the firm. My service experience in the restaurant and retail industries has given me an exceptionally high level of customer service. My choral experience has given me an appreciation for the importance of teamwork and the ability to perform under pressure. Furthermore, as a piano teacher I have learned the value of years of hard work and dedication, along with patience, perseverance, clarity of explanation and innovation.

In conclusion, I am of the view that our shared values make me a strong applicant for a traineeship and would be delighted at the opportunity to interview for the position. Thank you in advance for your consideration.

Yours Sincerely,

  
Audrey Keogan