Manager of the Trainee Programme,

 ByrneWallace

Miss Avril Carroll,

13 Wendell Av,

Portmarnock,

Co. Dublin

09 October 2019

**Re: Trainee Programme**

Dear Sir/Madam,

I am writing to you to express my interest in pursuing a traineeship with ByrneWallace. I am a LL.M (International and European Business Law) student in Trinity College Dublin. I currently work part-time as a Legal Administrator with Bank of Ireland in the Security Review Division and plan on beginning the FE1’s in October 2019. I thoroughly enjoy working in and studying law and it has always been my ambition to become a solicitor in ByrneWallace.

I would love the opportunity to learn from and work with the experienced professionals at ByrneWallace. I believe I can bring much of what I have learnt in my previous roles to ByrneWallace. I have completed a fourteen-month internship in the Global Network Management department in Deutsche Bank. This role provided me with networking skills and computer literacy. I had the opportunity to lead a project between IT, GNM and legal to create a new legal databased to store various legal documentation such as service level agreements and custody agreements.

I have worked as a Compliance Legal Administrator in the Capital Markets department in the Intertrust Group, where I got the opportunity to work with ByrneWallace on several assignments. Here I had to organise the execution of legal documentation by coordinating the Director and/or Company Secretary for signing and a solicitor for swearing. The team had twenty-four-hour turnaround times however I challenged myself to half this and was always successful.

I am a well-rounded, highly organised individual who has not just focused on academics but challenges myself out of my comfort zone and has demonstrated an ability to meet these challenges. I work part-time while completely a full-time masters showing that I am highly organised with a strong work ethic. I am also involved in various clubs and societies such as the St. Vincent de Paul society.

I hope that you will strongly consider me for the ByrneWallace Traineeship Programme as I would thoroughly enjoy the experience ByrneWallace has to offer. I would like to thank you for your time reviewing my application. I look forward to hearing from you.

Kind regards,

Avril Carroll