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HR Manager,

Byrne Wallace,

88 Harcourt Street,

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To Whom It May Concern:

I am writing to express my interest in your firm’s Traineeship Programme as advertised on your website. Please find attached a copy of my CV, in which I have outlined my third level results, achievements and employment experiences to date.

I successfully graduated from the National University of Ireland, Galway where I gained a comprehensive theoretical knowledge in a variety of different areas of the law. I am currently undertaking an LLM in Business Law in University College Cork to further enhance my knowledge in this area. As part of my master’s I am studying commercial based modules such as E-Commerce and Data Protection Law.

I have made conscientious efforts to increase both my knowledge and practical experience in the sector through successfully undertaking both theoretical and practical assignments. As part of gaining practical experience in the sector I successfully completed two internships this summer in Dublin based commercial firms. I believe I would be well suited to a position in Byrne Wallace as I have gained valuable experience in fast paced legal environments.

I am attracted to Byrne Wallace as it is one of Ireland’s leading law firms. Recent awards won by the firm such as Banking & Finance and Restructuring & Insolvency Firm of the Year 2018 encouraged me to apply. From researching the firm and ‘Life as a Trainee’ it is evident that there is a great focus on learning and development in the firm. I admire the firms ‘open door’ policy as it demonstrates interest in your trainee’s development which is important to me.

I am team player but can act on my own initiative when required. I am keen to progress rapidly towards a professional qualification and I trust that the experience I would gain at your firm would help me in this.

Thank you for taking the time to consider my application.

Yours sincerely,

Avril McNamara.