Bernard Sweeney

56 Dollymount Avenue

Clontarf

Dublin 3

Ireland

Byrne Wallace,

88 Harcourt Street,

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20 October 2017

RE: Traineeship Application

To whom it may concern,

I am a final year BCL student in UCD and I am applying for your Traineeship Programme. I believe that I am suited to Byrne Wallace as throughout my studies I have developed a keen interest in corporate law, specifically revenue, banking and contract law. As one of Ireland’s leading international commercial firms with a wide variety of clientele, I would relish the opportunity to be challenged daily and to begin my legal career within a top-tier corporate firm.

I have a keen interest in corporate law and its practice. My success in examinations and research of business-oriented legal modules shows that I have a strong understanding of the basic principles governing commercial law.

I am particularly impressed by Byrne Wallace’s progressiveness and willingness to embrace new technologies. This progressiveness is a key attraction and is exemplified by your focus on Corporate Social Responsibility, I agree that a positive reputation is a fundamental requirement of success. I have always had an interest in human rights and took part in a wide range of social justice activities whilst attending Belvedere College SJ. These activities included the Belvedere sleep-out, soup runs, membership of the schools VDP programme, painting of a mural in enable Ireland’s Sandymount School and helping children in a local city centre primary school with their homework each week. I believe these activities have strengthened my character, work ethic and communication skills.

My primary employer, since 2010, is Sweeney Sheet Metal Ltd. My position initially focused on manual labour. However, as I gained experience and progressed through the company, my responsibilities shifted to a more administrative role. My current work for Sweeney Sheet Metal Ltd involves the delegation of work to General Operative teams, management of customer expectations, cost analysis and the pricing of tenders. In addition to this, I am a safety officer, responsible for maintaining health and safety codes. Finally, in relation to law, I successfully developed documents for an updated company constitution in compliance with the Companies’ Act 2014 and drafted the shareholder’s agreement regarding share distribution and director’s responsibilities and obligations.

Thank you for considering my application and I look forward to hearing from you in the near future.

Yours sincerely,

Bernard Sweeney