

Carl Delaney

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Byrne Wallace,

88 Harcourt St,

Dublin 2

Dear Sir/Madam,

I wish to apply for the traineeship programme with Byrne Wallace and please see my attached resume.

I have recently completed a three-year degree in Business and Law attaining a 2: 1 and I feel confident that my educational background will be useful for the role of a trainee solicitor.

At Maynooth University we studied the areas of Company, E.U, Equity & Trusts and Property Law. This knowledge will be pertinent for the role of a trainee solicitor, who works in a law firm that practices in Banking, Finance, Corporate M&A, Employment, Insurance, Property & Real Estate, Tax, Technology and Data Protection and other areas of expertise.

At present, I am working at Houlihan, Burke & Co Solicitors as a legal assistant. My role is to support the solicitor by researching relevant laws and regulations, organise and maintain documents in paper and electronic filing systems, draft correspondence and legal documents such as contracts and affidavits and perform other administrative tasks. I feel my experience would be beneficial for this position in your law firm.

With the skills and experience that I have outlined above, I hope to work with ambitious and highly capable professionals and would be excited to work in a dynamic environment. I have enclosed a resume highlighting my education and work experience. Thank you in advance for your time and consideration.

Yours sincerely,

Carl Delaney