22 Farmleigh Avenue,

Blackrock,

Co. Dublin.

Byrne Wallace,

87-88 Harcourt Street,

Dublin 2.

18th October 2015.

**Re: Application for Byrne Wallace Trainee Development Programme 2015 – Carolann Pyne**

To Whom it May Concern,

I wish to apply for the Byrne Wallace Trainee Development Programme 2015 as advertised on the firm’s website. I believe I have qualifications and experience which would be of value to you.

I have a 2.1 Bachelor of Civil Law (International) degree from UCD. I achieved strong academic results during my degree whilst participating in the UCD Law Society and teaching piano. During my third year I studied in the University of California, Davis. I won the Witkin Award for Academic Excellence in Mediation and achieved A grades in International Business Transactions and Alternative Dispute Resolution.

As a result of my academic and professional experience, I have developed a broad skillset. My degree has equipped me with strong communication and analytical skills which are essential for corresponding with and advising clients. My teaching experience has developed my organisational and time management skills enabling me to manage a heavy caseload efficiently. My time in the insurance sector developed my entrepreneurial skills, re-enforcing the value of building positive relationships with colleagues and clients. These skills would be of benefit to a trainee in a fast paced firm like Byrne Wallace.

My principal reason for applying to Byrne Wallace is its wide range of practice areas. I have an interest in a range of legal areas including employment law, commercial law and alternative dispute resolution. I am interested in working for a firm with experience in a diverse range of legal areas and feel I could make a positive contribution to Byrne Wallace in this capacity.

I believe my qualifications, experience and interests listed above make me a suitable candidate for the Trainee Development Programme and I would love to show this at Byrne Wallace. If you require any further documentation or have any queries, please do not hesitate to contact me.

Yours sincerely,

Carolann Pyne