Dear Ms. Murray

I am applying for the available trainee programme as advertised on the Byrne Wallace website.

As well as having extensive experience as a legal executive, I have an LLB (hons) degree and I have passed all eight of my FE1 exams. I am now looking to use the knowledge gained so far in my career to achieving the goals of your firm whilst delivering top class customer service. The Byrne Wallace trainee programme presents me with the ideal opportunity to achieve this goal.

I believe I meet all of the criteria for this role. I have learnt a great deal during the course of my work experience and in the course of my studies. However, I am also of the view that I have so very much more to learn in my chosen career.

In addition to my extensive legal executive experience, I have strong administrative, communication, problem solving and time management skills. My broad background and experience makes me an ideal candidate to be considered for the Byrne Wallace trainee programme.

I believe I will bring reliability, efficiency, flexibility and tenacity to your firm.

Please read the accompanying CV which will provide you with further details of my qualifications and skill set.

I appreciate you taking the time to read my application and I look forward to hearing from you.

Kind regards

Charles McKean