Chloe Burdock

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Trainee Recruitment Manager

ByrneWallace LLP

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**Cover Letter**

Dear Trainee Recruitment Manager,

Having learned of the ByrneWallace LLP esteemed Trainee Solicitor programme, I was most enthusiastic to apply.

I have recently completed my BCL (Clinical) degree in University College Cork and I am sitting some FE-1 exams in September.

Working for your firm would give me essential training for my legal career on a much larger scale, to further develop my experience in this field of law.

I have briefly outlined my background above and relevant qualifications for your review. I believe that I would make a strong addition to your team and I offer the following career highlights to support my application:

* Highly experienced in property conveyancing, commercial and corporate law practice;
* Skilled in formal correspondence;
* Extremely experienced in teamwork tasks;
* Vast research and presentation skills;

Moreover, I possess excellent organisational, communication, IT, advocacy and problem-solving skills. For a greater presentation of my education, career contributions and achievements, please see my attached CV.

It would be an honour to work for ByrneWallace LLP as it has an excellent reputation as one of Dublin's leading law firms and it is my personal career goal to work for such a successful, dynamic firm . I am very interested in all of your firm's services, especially Capital Markets, Commercial Contracts and Corporate Secretarial. While I have experience in these fields of law, I would love to be able to gain further experience and training with your firm. In addition to having strong work experience behind me, I also believe that I would be an excellent cultural fit to ByrneWallace LLP as I have specifically been involved in work regarding compliance with diversity and inclusion for a HR company during my Clinical Placement and I am aware that Byrne Wallace LLP is very proactive in this aspect, especially with your various CSR initiatives. The fact that Byrne Wallace is very passionate about fundrasing, for example the ByrneWallace Go Green day for Barnardos, your Annual Cake for Clobber event on International Women’s Day in aid of Dress for Success and The Great ByrneWallace Bake Off in aid of the Annual Shine a Light Business Leaders Sleep out for Focus Ireland, are all extremely impressive, especially in this industry. Also, your environmental initiatives, such as having a bin-less policy in your offices and the fact that ByrneWallace LLP was Ireland’s first law firm to implement an integrated Environmental Management System in accordance with the EMS International Standard 14001 from 2011 to 2012, really resonates with me as I am also extremely passionate about these issues. I strongly believe in your firm's values and I know that I will fit in seamlessly with your firm's culture. It would be an honour to work for a firm that has taken such a strong stance on tackling these issues.

I would be most grateful to be considered for this opportunity.

Thank you very much for taking the time to review my application and I look forward to hearing from you in due course.

Yours faithfully,

**Chloe Burdock.**