Chloe Burdock

14 Marley Court

Rathfarnham

Dublin 14

Recruitment Manager

ByrneWallace LLP

88 Harcourt Street

Dublin 2

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**Cover Letter**

Dear Recruitment Manager,

I am writing to apply to ByrneWallace LLP for roles such as Legal Executive or Paralegal with the hope of securing a Training Contract with the firm.

I am very proud to say that I hold a BCL (Clinical) degree from University College Cork, graduating with a high 2.1 result, and I am currently in the process of completing my FE1 exams, with 2 passed to date.

Working for your firm would give me essential training for my legal career on a much larger scale, to further develop my experience in your 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 leadership, organisational, communication, IT, advocacy and problem-solving skills. For a greater presentation of my education, career contributions, skills 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 Ireland's leading law firms and it is my personal career goal to work for such a successful, creative, dynamic and forward thinking law firm, being the only top ten law firm in Ireland with Lexcel accreditation, the quality mark of excellence in practice management and client service. I am very interested in all of your firm's services, especially Litigation and Dispute Resolution and Restructuring and Insolvency. While I have vast experience and exposure in these fields of law, I would love to gain further experience and training with ByrneWallace LLP, as I believe your firm offers the best training for my legal career and personal career goals which would open the door for my legal career to a wider array of opportunities to grow in the field. In addition to having extremely 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 CSR work and giving back to the community and I am extremely passionate about this issue, especially in the workplace. It is definitely one of the many reasons that attracted me to your firm as I am aware that ByrneWallace LLP is very proactive in this regard, especially as you are dedicated to being a responsible contributing member of society, seeking to build strong relationships with the local community and act as a good neighbour. Further, that ByrneWallace has supported a number of charities over the years through fundraising events such as the “ByrneWallace Go Green” day for Barnardos, your Annual Cake for Clobber event on International Women’s Day in aid of Dress for Success, The Great ByrneWallace Bake Off in aid of the Annual Shine a Light Business Leaders and your Sleep out for Focus Ireland are all extremely admirable, especially in this industry. The fact that ByrneWallace LLP is very passionate about giving back to the community and having a strong CSR policy especially resonates with me, as I have been involved with similar work throughout my education and work experiences, as I am also very passionate about giving back to my community and getting involved in various charitable work. This has particularly attracted me to the firm and I would love to get involved with these aspects of the firm. It would be an honour to work for a firm that has taken such a strong stance on tackling these issues. I strongly believe in your firm's values and I know that I will fit in seamlessly with your firm's culture.

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.**