**Attn:** Human Resources (Trainee Recruitment)

Dear Ms. Onslow,

I am a Law with Spanish (LLB) graduate with a strong academic record and a year of post graduate legal work experience at two top tier law firms. I have been involved with a diverse range of industries including Technology, Commercial and Residential Property and Finance. I thoroughly enjoy my work and I am passionate about pursuing a career as a solicitor for three core reasons: I enjoy problem-solving, developing relationships with clients and working in a team. I have obtained experience of the highest calibre that showcases my skills as a legal professional and show why I should be offered a traineeship.

My internship at Donnelly & Wall Solicitors immersed me in a professional working environment and challenged me as a solicitor. I approached this internship as I do everything I am passionate about – with dedication and hard work. I prepared and analysed a schedule of documents for a money laundering case, liaised with barristers to ensure they were properly briefed and took a lead in client interviews. I further developed effective time management, necessary for a fast-paced corporate environment – successfully balancing paperwork (e.g. drafting letters and preparing court bundles), client meetings and court appearances. I wasn't there to observe, and the solicitor trusted me with challenging work – a testament to my abilities. I received validation in my skills as a solicitor when I received a handwritten letter a few days after the internship, thanking me personally for all my work.  My success at Donnelly & Wall Solicitors clearly demonstrates that I have the ability to succeed as a trainee with Byrne Wallace.

During my time as a paralegal in Arthur Cox I have been involved with Documents Reviews and Property Portfolio due diligence in the Legal Tech and Innovation Services Group. I have demonstrated that I can approach work with a focused and precise mind-set, allowing me to look past extraneous detail and work more efficiently. My ability to exceed targets on a regular basis is clear evidence of this approach to my work. Further, I have demonstrated leadership skills thanks in part to my depth of understanding of the material – assisting people with tagging guidance, review platform guidance and document coding. My determination and focus make me a stand-out candidate, allowing me to produce work of a high calibre whilst meeting tight deadlines – these skills would serve me well as a trainee in Byrne Wallace.

I have been keenly following the ‘Trainee Series’ and I am very impressed with the positive perspectives given by the trainees; from a professional development perspective I was pleased to read about the open culture in the firm. The variety of practice areas with industry leading clients at Byrne Wallace is another incentive for me as I want to train in a firm that will give me a varied experience of a high calibre. I would like to close this cover letter by expressing my gratitude to you for taking the time to review my application.

Yours sincerely,

Christopher Cowan