

Byrne Wallace

88 Harcourt Street,

Saint Kevin's,

Dublin.

25 October 2020

Ciara O'Keefe

18 Weston Court

Lucan

Co Dublin

+353 (0) 85 7156615

Email: [ciara.okeefe@gmail.com](mailto:ciara.okeefe@gmail.com)

Dear Sir/Madam,

I am writing to you in application for your Trainee Solicitor programme. I am currently studying for my FE1 exams, having graduated from Maynooth University in 2019, with a Business and Law – BCL Clinical degree (2:1).

If successfully chosen, I will bring a “can-do” attitude and commitment to my role. With experience as a supervisor in a busy retail environment, I am a team player but also comfortable using my own initiative. I enjoy working with others and strive to bring enthusiasm and a positive attitude to my role.

I am meticulous, a trait acquired during my time as an Intern in A&L Goodbody solicitors. Placement was highly pressurised, but an insightful opportunity which has driven me further to pursue a career in law. I would enjoy the opportunity to develop in depth learning and build upon my experience during my rotations as a trainee with Byrne Wallace.

From testimonials within your graduate brochure, I can see that there is a real culture of collegiality and development within the firm, which would greatly appeal to me.

Twelve years of playing hockey, both in college and as part of a club have pushed me to be more assertive and act in a leadership capacity as captain. I enjoy listening to current affairs podcasts while walking my dog.

I am actively seeking a training contract and will work diligently if selected as a trainee with Byrne Wallace.

Yours sincerely,

Ciara O'Keefe