Newlands,

Drummin West,

Delgany,

Co.Wicklow

Ms Sinead Fox,

HR Administrator,

ByrneWallace,

88 Harcourt Street,

Dublin 2

20th October 2015,

Dear Ms Fox,

I am writing to express my interest in your firm’s Graduate Programme. I am a final year student in Dublin City University studying Economics, Politics and Law.

I am a positive, hardworking individual who has the ability to both lead teams and to work well under instruction. Furthermore I believe I will immediately fit in with the ethos of ByrneWallace as I personally share many of the values the firm strives to reflect. I have provided seamless service to clients in an approachable manner during all previous work experiences.

The Irish legal system fascinates me, I love the pure vastness of it and the fact that it is constantly changing and evolving. Following my work experience in KCC Architectural I have become aware of the importance of commercial law firms to the everyday running and survival of businesses. It would be a privilege to join the ByrneWallace team to work with and learn from lawyers who are leaders in their expertise so I could be in a position to advise clients and to manage any difficulties they may have.

I am attracted to WallaceByrne due to their approachable mentoring culture; the support given to interns from all staff enhanced by the open door policy will be of huge benefit to me. Trainees are consistently surrounded by the best, allowing them to pick up on the skills needed to become a successful solicitor. Furthermore I am attracted to the calibre of its clients and look forward to adapting in order to fulfil each of their needs. Finally it would be an honour to work for a company who has been awarded the Lexcel Standard of Excellence.

Thank you for taking the time to consider my application. I would welcome the opportunity to meet with you to further discuss how I can contribute to the future success of ByrneWallace

Yours Sincerely,

Claudia Kilpatrick