Ms Ciara Loftus HR Manager

Byrne Wallace

88 Harcourt St

Dublin 2

Ms Cliona Coleman

6 Clifflands Court

Rush

Co. Dublin

21st September 2019

Dear Ms Loftus,

I am a Final Year DCU Law student and wish to apply for your 2020 Trainee Programme. I think I would be a terrific asset to your team as I am driven, enthusiastic and a fast learner. I have acquired an abundance of experience in the legal profession over the past year working in both Patrick P Geaney Solicitors (Legal Intern) and Whitney Moore Law Firm (Front of House). In 2015, I worked in the Childcare Department in Byrne Wallace for one week of work experience. This heavily influenced by decision in wanting to work for your firm. My Byrne Wallace experience, although short, has remained in my mind throughout my legal journey, thus far. I aspire to use everything I have learned both academically (through college/lectures) and professionally (my Internship in Patrick P Geaney Solicitors) in order to reach my full potential and work to the highest standard as a trainee in your firm.

I have a passion for law and am constantly trying to improve myself and expand my knowledge. For example I completed the MOOC Course in Entertainment/Arts/Media Law in May 2019. I also took part in the National Moot Court Competition 2019, acting as solicitor and working with my co-counsel on a Passing Off case. We then presented our arguments to various judges in the Criminal Courts of Justice.

I would describe myself as highly motivated (I successfully completed my second year achieving a 2:1 GPA) and a performance-driven team player but also have the ability to apply strong customer service skills to engage with and inform clients. I have acquired such skills from working in Zara Retail for 3 years and am currently working in Lifestyle Sports as a Sales Team member. Consequently, I think I would be a highly suitable member of your team, as I can apply the skills and knowledge I have acquired from previous experiences, to work to the highest and most innovative standard.

I am most appreciative for your consideration and hope to hear from you soon

Yours Sincerely,

Cliona Coleman