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ByrneWallace Solicitors,

88 Harcourt Street,

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19th October 2018

To whom it may concern,

It is with great enthusiasm that I apply for the Byrne Wallace Trainee Solicitor Programme. I have recently finished my undergraduate law degree, and I am currently pursuing my Master of Laws at the University of Limerick. I believe the Trainee Solicitor Programme at Byrne Wallace provides the best method to transition from full-time education to a legal career. As one of the top law firms in the country, with over 40 practice areas and a reputation as one of the best employers in Dublin, I would be honoured to be considered for a position in your firm.

To date, I do not have much industry experience, but I believe I have acquired a number of skills, which would make me a valuable asset to the firm, both now and in the future. During my time on Co-operative placement, I learned how to work as part of a professional team, working to a deadline to complete time-sensitive tasks. I also acted as the project co-ordinator between teams located on three different continents, and due to the nature of the business, I now believe I understand the value of commercial awareness in the workplace.

In my role as Auditor of the UL Law Society, and previously as Mooting Officer, I have learned to be extremely efficient with my time. During fourth year, balancing my studies with my role in the society and my part-time job was difficult, but ultimately a very rewarding experience. I was successful in achieving a second-class honours grade one in my degree, while only taking 4 days off work for my exams, and showing a level of dedication to the law society which made me worthy to be elected Auditor at the end of the year.

There are a number of reasons why I want to work in Byrne Wallace. First, I want to train in a top tier commercial practice where I will gain the best possible professional education. Second, the firm has a reputation for excellence, particularly in the manner by which it maintains corporate relationships. Third, the firm appears to have a good mentoring system in place for trainees, and in general the firm has a reputation amongst students as being a fair working environment.

I hope that from my CV, and the examples provided in this cover letter, that you will be able to see that I am a capable, intelligent and dedicated individual. I welcome the chance to meet with you to further discuss this opportunity.

Yours Sincerely,

Clodagh Dunne