Dear Sir or Madam,

My name is Conor O’Farrell and I am applying for the traineeship programme with your firm.

I am applying for this role as it is the perfect method to become integrated with the firm, its culture and the excellent level of work carried out across all practice areas in ByrneWallace. I understand that ByrneWallace is one of Ireland’s most progressive law firms and I believe that I am a candidate that could help to ensure that this culture of excellence is continued.

I believe I possess the same drive and hunger to succeed as the firm does and I am fully committed to display this if given the opportunity. I believe that my ability to learn quickly, my analytical skills and my ability to condense complex legal issues into succinct facts puts me in line with the values of the firm.

ByrneWallace demands excellence from its employees and its clients expect it. I am confident that I can adhere to this reputation while bringing my own inherent skill and work ethic to continue to build on the environment of success which exists at ByrneWallace. I cannot stress enough that if given an opportunity and trusted to produce high quality work, I would more than repay this trust and responsibility in the standard of my work and the attitude I would bring to the firm.

I understand that trainee life is about far more than simply working at a desk. I am aware that ByrneWallace places emphasis on a work-life balance and the relationships it creates. This presents another reason why I think I would reward the firm’s interest in me as I would be keen to involve myself in both sporting and social activities. Such opportunities help build friendships and cohesion with colleagues across the firm and I believe I could really add to such activities.

I enclose a copy of my C.V and I thank you for taking the time to read this letter, and I hope to hear from you as soon as is convenient.

Yours faithfully,

Conor O’Farrell