Ballybarrack

 Dundalk

 Co. Louth

Ms. Beth Onslow

HR Administrator

ByrneWallace Solicitors

88 Harcourt Street

Dublin 2

20 October 2017

Dear Ms Onslow,

I am writing to you to apply for the ByrneWallace Trainee Programme. I am a graduate of University College Dublin. I hold a 2.1 (Honours) degree in Law with History and I am currently awaiting the results of my first 4 FE1 examinations. I am committed to pursuing a career in the legal profession and I feel strongly that ByrneWallace is the ideal firm with which to begin my legal career.

Having completed internships in both Matheson and Galligan Johnson Solicitors, I am no stranger to commercial law firms and I am keen to continue along the corporate path. I have a strong passion for both the legal and business sectors. I appreciate the strong overlap between the two and I believe that I possess the level of commercial awareness that ByrneWallace places such importance on.

I am a highly motivated individual and am very confident in my ability to perform to a high standard in a busy work environment. While I am able to work well on my own initiative, I have a strong appreciation of the importance of teamwork in the workplace. I have developed the understanding that teamwork requires mutual respect, commitment and cooperation. While at East Coast Catering (Ireland) and Wonderglade, I worked closely with others to ensure the smooth running of several large projects, and the ability to work as part of a team was an attribute that benefitted me greatly in this respect.

I am very open to new ideas and experiences, and have learned invaluable lessons from living and studying abroad in Canada and the Czech Republic. As well as learning to adapt to new cultures, I have immensely improved my interpersonal skills by cultivating relationships with people from a wide range of backgrounds. I believe such skills are key to the legal profession and I look forward to having the opportunity to apply them in a practical way.

I am convinced that, if given the chance, I will demonstrate my drive, ability, and commitment to furthering my professional experience through working with your firm. I attach a copy of my CV, which further details my skills and relevant experience, for your review and consideration. I look forward to hearing from you.

Yours sincerely,

Conor Williams