35 Primrose Avenue

 Phibsboro

 Dublin 7

Beth Onslow

HR Generalist

ByrneWallace

88 Harcourt Street,

Dublin 2

18 October 2018

Dear Ms Onslow,

I am writing to you to apply for the ByrneWallace Trainee Solicitor Programme. I am a graduate of University College Dublin and hold a 2.1 (Honours) degree in Law with History. I have obtained the first four of my FE1 Examinations and I am awaiting the results of my latest sitting. 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 and now working as a paralegal in Arthur Cox, I am no stranger to commercial law firms. I have enjoyed these experiences immensely 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 and have the practical experience 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. 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.

I am convinced that, if given the chance, I will demonstrate my drive, ability, and commitment to furthering my professional experience through working with ByrneWallace. 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