

Dear Sir/Madam

I would like to apply for the 2019 Traineeship. I am a Fourth Year student of Law at Maynooth University and expect to complete my studies in May 2019 with a 2:1 honours degree. I enclose a copy of my CV for your attention.

Through colleagues of ByrneWallace as well as my own research on your website I feel that ByrneWallace would be a firm I am well suited for and where I can develop myself and begin to understand how legal firms work by working with the large number of clients you represent. I am confident that my analytical, communication and teamwork skills that I have developed through my previous work experiences and rigorous academic training will enable me to make a significant contribution to your business and your customers.

Since starting college, I have worked part-time in Sky Ireland as well as Maxol Ltd. While in these positions I have learned to manage expectations and build strong relationships with clients and colleagues in various internal departments. I have also developed a keen eye for hitting targets and working in a high pressured environment. I have also worked in McDowell and Purcell for a period of time before choosing to do law in college. I wanted to see if it was the right area to study in. I learnt a lot about how legal practices are run in McDowell and Purcell which I feel will stand to me going forward in my legal career.

Through my involvement in a number of different team sports at a high level for the majority of my life I have developed the capacity to work in teams and with people. In recent years I have taken on leadership roles within the teams I play for and in Sky Ireland. I take pride in inspiring others and leading by example and would like to bring this skill into your workplace environment and progress this skill further.

It was a challenge to balance a college education, a 25 hour a week job as well as a high intensity sport along with several other weekly activities but I learned to manage my time effectively and efficiently. To date I have developed effective time management skills as well as communication skills combined with a good work ethic which I feel would be beneficial to your firm.

Thank you for your consideration and I look forward to meeting with you and discussing the traineeship further.

Yours Sincerely,

Daniel Larkin