Dear Ms McLoughlin / Ms Loftus,

My name is Daniel Forde and I am writing to apply for a traineeship at Byrne Wallace Solicitors.

I am a final year student in Business and Law at UCD. I have attached a copy of my CV which together with the details on the application form will give full information on the various legal modules that I have studied. I have a strong academic record and I am on course for 1st Class Honours when I graduate in summer 2019. I have also been working to build up my practical experience. I worked as an intern in William Fry through the summer of this year and I have now secured a position to work at Eversheds Sutherland on Mondays when I do not have any lectures. I am also operating as the Editor of the Law and Business Section of the UCD College Tribune, which is giving me further knowledge and insight into many topical legal issues. In addition to experience in the legal field, I’ve also taken work to help support me through my college years, working as an assistant at Lloyd’s Pharmacy and as a Restaurant Host in Chicago in the course of a J1 working holiday. I hope that this track record of academic and practical experience will underscore my suitability for a trainee position within your firm.

My particular interest is in corporate law and the prospect of a position in a full service commercial law firm is obviously very appealing to me. I read with interest of your Trainee programmes and the tailored learning process that is pursued. I also read about the emphasis that the firm places on high standards and accreditation (for example Lexcel and ISO 27001), building a connection with clients and harnessing the collective experience of your team.

I believe that I have many of the qualities that you require. I am passionate about the career I have chosen and I am a driven, results-focused individual. I am curious and questioning by nature, with a strong commercial instinct and I thrive in challenging, dynamic environments. I am also an enthusiastic team player, with excellent communication and interpersonal skills and an empathetic and engaging style.

I would be very excited for the opportunity to take my first steps at Byrne Wallace.  I recognise that you will have many other applicants who will also be well-qualified for these positions. However, I would like to think that few of them will be as committed or as determined as I am to make a success of any opportunity that is afforded to me. I look forward to your favourable consideration and I am available for interview at any time.

Yours sincerely,

Daniel Forde