# Denise Kavanagh

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Sinead Fox

HR Recruitment for Trainees

Byrne Wallace

88 Harcourt Street,

Dublin 2.

Dear Ms. Fox,

I am very interested in the traineeship position advertised on your firm’s website and I would like to submit my application for the position and enclose my CV for your review. I am in the process of completing my FE1 exams and am currently awaiting the results from my last exam which I sat in October of this year.

What drew me to apply to Byrne Wallace for a traineeship was your company’s reputation in providing comprehensive legal and business training. The emphasis your firm places on continuous professional development appealed to me most. I am determined to achieve the experience and training that is necessary to ensure that any advice I give to my clients in the future is fully backed by expertise and assists them fully with their legal issues. Experience gained from my employment, shows me how important it is to ensure that I am well-informed and up to date on all matters in order to ensure that my advice to customers is effective and accurate. It is clear to me that a traineeship from Byrne Wallace would allow me to achieve this top level expertise.

I am confident that I can make a substantial contribution to your firm as I have experience in catering to the client’s needs. I continue to work in improving my knowledge within my current employment to ensure that I have been effective in advising clients on their problems, and I make certain that I provide them with relevant information that they can use to resolve future issues. I would continue with this work ethic if chosen for the trainee position at your firm.

I am aware that Byrne Wallace is a leading firm in commercial law as is evident by the firm having achieved the Lexcel standard for the third consecutive year and I would greatly appreciate it, if you would consider my application for the trainee position.

I look forward to the opportunity to meet with you to learn more about your firm, its plans and goals for the future and how I might contribute to its continuing success. Thank you for your time and consideration.

Yours Sincerely,

Denise Kavanagh