Beth Onslow

HR Administrator

Byrne Wallace

88 Harcourt Street, Dublin 2 17 Sweetmount Park, Dundrum D14,

 17/10/2017

Dear Mrs. Onslow,

My name is Dillon Rafferty and I am a final year Business and Law student studying at the Dublin Institute of Technology (DIT). I am writing to express my passionate interest in a place on the prestigious solicitor trainee programme at Byrne Wallace.

From researching the company and reading testimonies of employees working in Byrne Wallace, I feel the company strongly resonates with all that I am looking for in a legal firm. Its global reputation is not only based on strong traditions but its willingness to embrace diversity. I know this is a company that acts for some of the world’s most prestigious and successful organizations. Being the only top ten law firm in Ireland with Lexcel Accreditation shows how impressive Byrne Wallace is. I want to be part of this dynamic, market leading firm and would positively thrive on your challenging trainee programme.

I have studied all relevant Law modules for FEI examinations. I have received excellent feedback in all my completed assignments including studies on company, EU and criminal law. I am a participant in DIT’s esteemed case study competition. I have gained good business knowledge and acumen that would be advantageous in any future employment. Studying in DIT I have benefited from participating in many group projects and developed strong teamwork skills. I have demonstrated leadership abilities taking the lead in class presentations and represented my year as Vice Chair.

I am a dedicated employee and have gained work experience with several employees. I was a call centre worker and due to my excellent communication skills, I was quickly promoted to handle the business clients instead of the consumer calls. I completed a Summer Internship with State Street and was exposed to working on business analytics, data research and became proficient in Excel, Word and Office. This summer, I completed a J1 Exchange programme and enjoyed working as a waiter in a restaurant in Chicago. I gained valuable life lessons and really enhanced my emotional intelligence and my customer service skills.

I am very conscientious and bring great enthusiasm to anything that is asked of me. I am outgoing, friendly, and have good sense of humour. I have a diverse range of hobbies including sport, current affairs, travel and cooking. I am always seeking new experiences and enjoy broadening my horizons. I know this traineeship will require resilience and present many challenges but I am excited by the prospect and would relish the opportunity to be part of this programme

I am very much welcome the chance to meet with you and look forward to a favourable response to my application for a place on the trainee solicitor programme.

Yours sincerely,

Dillon.