Edel Forde

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17th October 2018.

**Trainee Application 2018**

Byrne Wallace

88 Harcourt Street,

Saint Kevin’s,

Dublin 2

D02 DK18

Ireland

Dear Sir/Madam,

Please find attached my CV in application for the position of Trainee Solicitor at Byrne Wallace. I believe I am an excellent candidate for this position given my course of study, my experience and my desire to build a successful career with a leading law firm based in Ireland.

Byrne Wallace stand out as being the paramount law firm of choice for Traineeships, being known for its encompassing graduate program. The strong emphasis placed on professional development sets the firm apart from its competitors. I want to work with Byrne Wallace because of their diversity of expertise, leading position in Irish market, and the recent award of Excellence in Client Service 2018, amongst numerous other awards.

Not only do I have the ambition to work in a commercial law firm, but I also believe I have the ability and motivation to do so. I can bring to your firm a number of personal characteristics that will demonstrate this. These include my enthusiasm for the job, my ability to work as part of a team, my communication skills and my initiative. As you will see in more detail from my CV, I have worked in several different roles and have gained attributes that will serve me well in my further career.

While interning at Marcus Lynch, I attended court sessions alongside acting Solicitors as Legal Clerk assisting with court dealings. I took responsibility for collection and delivery of legal documents to and from the Four Courts and the application or collection of pending Court Orders. This provided me with an intuitive insight into the litigation and administration procedures of the courts. At Matheson, I demonstrated and honed my ability to conduct legal research, prioritise objectives and manage time effectively where deadlines play a prominent role. As an Operations Intern at GECAS, I became heavily involved in capital market sales. My communication skills excelled as I interacted with both internal and external legal counsel on various documents for the leasing and purchase of aircrafts and engines. I gained invaluable experience of a professional legal environment.

Ibelieve that if given the opportunity, I will show you through my hard work and ability, that I am the right person to fulfil a position on this Traineeship Programme.

Thank you for taking the time to consider this application and I look forward to hearing from you.

Yours sincerely,

Edel Forde