Elaine Cully // Monard, Tipperary, Ireland // 087 388 1189 // elainecully7@gmail.com

Sinead Fox

HR Administrator

ByrneWallace

88 Harcourt Street, Dublin 2

21 October 2015

Dear Ms Fox,

My name is Elaine Cully, I am a 22 year-old, final year student in University College Cork studying Law and French. I am very interested in applying for a trainee position with ByrneWallace.

As part of my University degree, students are required to participate in the Erasmus programme and spend a year in France in order to improve French language skills. As part of this programme, I studied Law in Université de Montpellier 1. This year gave me a great opportunity not only to improve my French but also to become more independent and mature having sought accommodation, manage my finances accordingly and settle into university and a new lifestyle abroad.

As a Law and French student, I have greatly developed my communication skills in terms of both the written and spoken word. As a consequence of my studies I am able to write clearly and concisely using appropriate language. My research, analysis and evaluation skills have also vastly improved, being necessary in order to wade through large documents, form concise arguments and reach evidence-based conclusions. Very importantly, as a third level student I have developed excellent self-management skills, balancing a fast paced and fun student lifestyle with part-time work and my studies whilst achieving good, consistent grades.

As you will learn from my CV, I have a lot of experience working part-time in the retail industry. This has allowed me to gain many transferable skills such as excellent interpersonal skills and the ability to work effectively with others. Working during busy periods such as the months before Christmas, St. Stephen’s Day sales and summer sales have helped me to realise that I have the ability to remain calm in a high pressure environment as well the being able to problem solve and think on my feet when dealing with customer concerns and queries. I have also learned the importance of effective time management, and have a lot of experience with cash-handling and cash register management.

This past summer I worked in COOK Medical as an intern with the Ethics and Compliance team. Here I gained a great sense of the working world and office life. I really developed my teamwork skills and working within an international company was fascinating. Replying to emails from colleagues in Europe and the US and responding to their queries really heightened my understanding of today’s globalised and interdependent world that we live in. I worked in close conjunction with the legal counsel at COOK and learned a great deal from him about the many different regulations across Europe which had to be rigidly adhered to.

My father owned his own company for many years, on a personal level I have experienced the highs and lows associated with company ownership and have a great curiosity and a commercial sense because of this. The idea of being a part of long standing relationships with clients, and developing new ones, excites me as does being able to use my knowledge and skillset to solve problems faced by companies or to help steer a company in the right direction. The ever-developing nature of law has always fascinated me. This fast-paced nature is especially true of commercial law, as is evident with the introduction of the new Companies Act, and I don’t think there would ever be a moment where you could say you ‘know it all.’ In the long-term, I love that as a commercial solicitor in a commercial firm I would be constantly learning and keeping up with new developments in the law. As a trainee, I believe that a firm such as ByrneWallace has the expertise and knowledge that would help me develop to the best of my abilities. I have a strong sense of integrity and pride in myself, and I would want to prove to you that you made the correct decision in employing me. Ultimately I am a highly motivated girl, I was once described by a teacher as “unassuming” yet I am very aware of my capabilities and strive to be the best that I can be. The culture of excellence at ByrneWallace would motivate me as a trainee, and entice me to be the best that I can be and work as hard as I can work. I welcome responsibility, and relish in the challenges and rewards of a fast paced work environment.

Please find enclosed by Curriculum Vitae.

Thank you for taking the time to consider my application, I look forward to hearing from you.

Yours sincerely,

Elaine Cully.