

ELAINE FALLON

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30/09/2019

ByrneWallace
88 Harcourt St,
Saint Kevin's,
Dublin, D02 DK18

To whom it may concern,

I am writing to you to express my interest in the Traineeship Programme at ByrneWallace. In this letter I will briefly note the reasons why I feel as though I will be a good fit for ByrneWallace.

Firstly, I am a very approachable and reliable individual. As my CV will attest, I have a background in both customer service and relevant legal work experience. I believe my attitude and my willingness to learn will give me a competitive edge over other candidates.

Secondly, I am a motivated and disciplined individual, I work efficiently under pressure or to a deadline. I manage my time very well and I complete tasks in a timely manner. I feel as though my efficiency along with my motivation will allow for me to grow, both as a person and in a professional manner in ByrneWallace.

Finally, I thrive when working in collaboration with others. I have good leadership and teamwork skills by virtue of my previous positions. I find that teamwork and collaboration as well as communication are some of my strongest attributes which will in turn, make me the ideal candidate for the Traineeship position in ByrneWallace.

I would like to thank you in advance for considering my application, if you have any questions please do not hesitate to contact me as per my information above.

Sincerely,

Elaine Fallon