Ella Kelly,

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ByrneWallace,

88 Harcourt Street, Dublin 2.

Dear Sir/Madam,

My name is Ella Kelly and I am applying for a position as a Trainee Solicitor at your firm. I am a final year BCL (Law and History) student at Maynooth University.

A career in a commercial law firm appeals to me due to the varied nature of the job. I am looking for a challenging yet rewarding career and I believe that embarking on a career in a commercial law firm can offer me this. I have confidence that my legal experience and commercial awareness, gained throughout my law degree and work experience, will stand to me if I embark on a career in this area. My work experience in retail, while not law related, provided me with an insight into the commercial aspect of running a brand like Primark. Meanwhile, my work as a secretary in a solicitor’s office provided me with both legal and commercial experience. As well as gaining knowledge of legal issues such as probates and property, I was also educated regarding the administration of a business. Both positions have further confirmed that not only do I wish to enter the legal profession, it is a commercial law firm in which I wish to embark on a career.

When choosing a company to begin my career with, ByrneWallace stands out from other firms. I am particularly impressed by your Corporate Social Responsibility policy. Your work with charities such as St. John of God’s and Special Olympics Ireland shows your awareness of social issues. As someone who is passionate about social justice, I believe my values are in line with values of your firm. The excellent reputation of ByrneWallace’s trainee programme also attracts me to the firm, as I wish to receive the best possible training to succeed as a commercial solicitor.

I am confident that I have the skills necessary to prosper at ByrneWallace. I always thrive to do my best academically, which has led to me receiving an Entrance Scholarship and a Summer Programme for Undergraduate Research Scholarship whilst studying at Maynooth University. While my ambitious and driven nature has led to me working hard to reach my academic goals, it has also led to achievements outside of school and university. My time playing Gaelic football and basketball contributed to my ability to work as part of a team. Being captain of juvenile teams and then helping to coach younger teams whilst in secondary school, has developed my leadership skills. It is evident that interpersonal skills are an important characteristic to possess, in order to work as a solicitor at ByrneWallace. I acquired people skills whilst working as a retail assistant and as a legal secretary. I am a keen follower of political and social issues. This has developed my commercial awareness and my knowledge of current affairs. I believe this will stand to me if I am offered a trainee position at ByrneWallace.

I hope you will consider me for this excellent opportunity. I am available for interview at your convenience. I look forward to hearing from your firm.

Kind regards,

Ella Kelly