**To:** Manager of Byrne Wallace Traineeship Programme

**Name**: Ella Dominique O’Grady

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Dear Sir/ Madam,

I am a dedicated and energetic graduate of Business and Law, University College Dublin. It is with great enthusiasm that I submit my application to you. Having specialised in Law and achieving a 1:1 this year, I am currently seeking a Traineeship with Byrne Wallace. I am currently sitting my FE1s and plan to have all 8 passed by March 2022.

I work diligently at my academics and always strive to achieve the best I can. Although it can be difficult to balance a challenging degree with part-time work, it has been beneficial for my self-development and workplace skills e.g. time management, communication, organizational, customer-service, business acumen etc.

Over the years, I have been very active in sport and voluntary work. Both of these interests have taught me many life-long lessons. I have found that both the success and failure in sport have taught me to be focused, resilient and how to learn from others. Sport, along with my voluntary work in Peru has taught me how to be a good team player, commitment and patience.

It is with this work, sporting experience and can-do attitude that helped me gain experience in O’Keefe & Moore Solicitors, an Internship with Dillon Eustace and an upcoming Internship with Philipp Lee.

I am determined to gain a Traineeship in Byrne Wallace due to your well-established positive reputation across all departments. I am eager to gain experience in a wide variety of services. I know there is a strong focus on personal development and teamwork in your Internship and Traineeship Programme, which I value and would love to experience. I would welcome the opportunity to work alongside experts of their fields.

I hope that my experience, skills and academics to date can be reviewed favorably and are seen to match those you require.

Yours sincerely,

Ella Dominique O’Grady