19 October 2017

Re: Trainee Recruitment 2017

Dear Sir/ Madam,

I am an LLB student at NUIG and a recent graduate of BA in Legal Studies and Sociological and Political Studies. I am applying for position of Graduate Trainee.

I have previously applied to Byrne Wallace for many reasons. Firstly, I have noticed in my research that your company has won countless awards for customer service that got my instant attention. Ensuring clients and customers are satisfied with my help in the working environment is central to my beliefs as an employee.

I was also very pleased to see that Byrne Wallace is the first Irish Firm to have an independent data security standard that is recognised worldwide as the cyber world is something that I feel great animosity about because of its sudden surge in recent times and the danger it poses. Data protection and management is critical with all information being presented online.

Having much experience in working with a team to meet a specific goal is an art I have developed over time and done so consistently. Being a team member is something firmly instilled in me as I joined my first Gaelic football team at the age of four. My longest employment was over five years in a busy hotel with a large number of staff members and from working here I learned how to perform, at my best, under pressure.

I am a very outgoing, enthusiastic person with a great interest in working with people to achieve the best outcome. I will go above and beyond for a person – from a client to an employer- to get their desired result and this is genuinely something I get satisfaction from.

You will note from my Curriculum Vitae that I have a lot of work experience to date – all customer based roles, which has really fine-tuned interpersonal skills and also shown my consistent commitment to the workforce.

I know that the combination of my education, motivation and commitment to hard work will be a great asset to your company.

I believe I have the talent and temperament to be an excellent solicitor and that is my goal, a goal that I hope I can achieve with your help.

I am hoping to secure a challenging and eye opening role into the career of law and I believe that with my communication, teamwork, and leadership skills would make an excellent asset within your firm.

Thank you for your consideration.

Yours faithfully,

Ellen Dolan