Dear Sir/Madame,

My name is Ellen Hayes. I am a graduate of University College Cork, where I graduated with a 2:1 degree in law in October 2017. I have also successfully completed all eight FE1 Subjects. I am writing to express my interest for the position as a Legal Trainee in your firm ByrneWallace. Please find attached a copy of my CV, in which I have outlined my grades, work history, qualifications and achievements to date.

I have a variety of relevant work experience and this has equipped me with an array of practical skills and experience which would ensure my suitability for this position. My time in Flac was focused mainly on Probate, Banking, Landlord and Tenant and Employment law. This experience was invaluable as it gave me a great insight into how law can help people in a very practical way. It also enabled me to develop excellent communication skills which were necessary for dealing with both clients and lawyers.

My time in the Residential Tenancy Board and my current role with PTSB have built on this experience and have equipped me with an array of skills. My knowledge of property and banking law has been considerably expanded. I have also acquired an indepth knowledge of compliance and regulation through these roles and my current role in RECI.  I believe that my various work experiences have greatly developed all my skills and personality. These experiences have shown to me the importance of flexibility and adaptability and I believe these qualities are essential in today’s environment.

 I am a very ambitious and hardworking individual with strong innovation and communication skills. I work extremely well in a team and I have outstanding organisational skills which can be seen throughout my CV. I work well under pressure and have gained valuable experience in time management.  I have gained the ability to recognise the importance of prioritising tasks. I believe I have the unique combination of a thorough education in commercial and private law as well as having a personality that can adapt to different working environments, evidenced by my involvement in social, academic and working groups.

I would love the opportunity to work in ByrneWallace as a progressive full-service law firm being the only large Irish law firm certified with ISO 27001 . Along with this your firm has expanded extensively since set up over 40 years ago. I feel it would be a great firm to learn from offering a variety of interesting practice areas such as Energy and Natural Resources and Retail law, areas which I would love to expand my knowledge in and many more which you offer. I am a very ambitious worker with strong innovation and communication skills. Becoming part of your firm would, I believe, allow me to develop and fully realise my potential.

  I look forward to hearing from you in the near future.

 Yours sincerely,

 Ellen Hayes