

198 Lower Kilmacud Road,
Goatstown,
Dublin 14.

19 October 2016

Ms. C. McLoughlin,
HR Manager,
ByrneWallace,
88 Harcourt Street,
Dublin 2.

Dear Ms. McLoughlin,

I wish to apply for the position of trainee as advertised on your website. I am a final year UCD Business and Law student and expect to achieve a high 2:1 degree in May 2017.

I am particularly interested in the ByrneWallace trainee programme because the firm offers a wide range of practice areas incorporating business and law, both of which I am passionate about. Its range of work would also allow me to develop new areas of expertise that I am interested in, such as environmental law, litigation and dispute resolution and would ensure an interesting and challenging career. I think ByrneWallace offers an exciting place to start my career with a growing number of new practice areas.

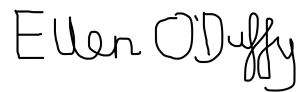
Another feature that appeals to me is ByrneWallace's commitment to continuous professional development, which I believe is essential in an ever-changing work environment. I would like to work in a firm where I am constantly learning and enhancing my commercial awareness through initiatives such as the Business Insight Series.

I was very impressed at the Trainee Open Evening by the collegiate atmosphere amongst trainees and with staff, the support offered to trainees and the non-hierarchical environment, which ByrneWallace prides itself on. I also value the rotational approach offered by ByrneWallace, which would ensure I obtain a wide range of experiences during my training.

I feel I am a good candidate for the trainee programme due to my strong academic achievements, my relevant work and teamwork experiences, as well as my personal attributes. I already have work experience in a solicitor's office and a professional services firm so I am familiar with busy office environments and fast work pace. Furthermore, my part-time jobs working in hospitality have helped develop my communication and people skills through dealing with customers on a daily basis. I also have teamwork experience as a leader with the Sea Scouts, on sports teams and while volunteering in India. Living in a developing country has taught me that I can make positive changes through teamwork and achieve more than is possible alone.

It would be a privilege to be offered a traineeship in ByrneWallace, an award winning, progressive and internationally recognised Irish law firm. I am committed to achieving the highest standard of work throughout the traineeship and thereby contributing to the excellent reputation of Byrne Wallace.

Yours sincerely,

A handwritten signature in black ink that reads "Ellen O'Duffy". The letters are cursive and connected, with a distinct loop at the end of the "y".

Ellen O'Duffy