Hiring Manager,

ByrneWallace,

87-88 Harcourt St,

Dublin 2.

20/10/15

Dear Hiring Manager,

I wish to apply for your Trainee Solicitor Programme. I am a final year student of Economics, Politics and Law (BA) at Dublin City University and I recently completed a year of studying Law at the University of Warsaw as part of the Erasmus exchange programme. I have a keen interest in law – specifically business law – and I hope to pursue a career in this field following the completion of my degree.

I believe that I am an ideal candidate for a traineeship at ByrneWallace as I am a professional, meticulous and ambitious individual that thrives in a challenging environment.

I possess outstanding social skills as well as a high level of commercial awareness, which I have demonstrated in my past employment. In addition to this, as I am studying a multi-disciplinary degree, I am conscious of the economic and political factors influencing the legal environment of today and firmly believe that this awareness would be an asset to your practice.

In the past, I have routinely shown my strong work ethic and innate desire to perform to the best of my ability in various roles. Through previous employment in the retail sector I have acquired vital commercial awareness and customer service skills. My experience of working at a small legal firm during the summer on a voluntary basis shows my dedication and commitment to a career in law. As a result of this experience I am confident that I have the necessary passion and drive for a career in business law. I feel that a traineeship at your firm would provide me with an unparalleled opportunity to work to my full capacity and demonstrate this. Furthermore, the evidently progressive and client-focused ethos at ByrneWallace appeals to me greatly. I would truly appreciate the opportunity to work alongside and to gain invaluable expertise from such strong and skilled professionals at your firm.

I would like to be given the opportunity to contribute positively to the working environment at ByrneWallace. I firmly believe I have the work ethic, employment experience and knowledge which would equip me to make a positive contribution. I am attaching my CV for your attention. I am happy to answer questions you may have or supply you with any further information in terms of my application. Thank you for considering my application. I look forward to hearing from you at your nearest possible convenience.

Yours faithfully,

Emily O’Dwyer