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21/10/2016

Beth Onslow,

HR Administrator

Byrne Wallace

88 Harcourt Street,

Dublin 2

Dear Mrs Onslow,

My name is Emily White and I am currently a fourth year student studying Law Plus at the University of Limerick and I am very interested in applying for a traineeship at Byrne Wallace. The traineeship at Byrne Wallace appeals to me as I am confident that I can get excellent training there from research into the firm and from word of mouth. It is also the winner of the Law Firm of the Year at the Irish Law awards.

As mentioned in my CV I completed an 8 month placement for co-operative education in the third year of my degree. I worked in the legal department of the Electricity Supply Board and more particularly I was mostly based in the property team. During my time I developed and improved my communication skills with both clients and senior members of the team. I also significantly improved my research skills which I believe are of a high quality now. I am confident in working in a team and in team situations and I am also capable of developing outstanding leadership qualities to add to what I already possess.

As part of my studies I decided to take part in the Erasmus Programme in the University of Bologna, Italy where I studied areas of European and International Law. During my time in Italy I immersed myself in the Italian lifestyle and travelled extensively throughout Italy with other International students.

I am a very active member of both the UL and Clonmel Ladies Rugby Teams. This year I am the Captain of the UL team which involves a lot of leadership skills both on and off the pitch. I am also the treasurer of the UL team this year which involves a lot of organisation and management of the players and of the income and expenditure of the club.

I am a Scout leader in the Clonmel scouting group which involves a lot of teamwork with the other leaders in the group. There is a lot of communication skills involved in this role with both adults and children. This year I decided to volunteer in the Buddy programme in UL where I help three Erasmus students settle into life in Ireland and Limerick.

I am confident in my ability to contribute to the success of Byrne Wallace in the many areas of Law in which they practice. I look forward to taking my application a step further at interview.

Yours Sincerely

Emily White