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**RE: Byrne Wallace LLP Trainee Programme**

Dear Sir/Madam,

I am attaching this cover letter for the Trainee Solicitor Programme for September 2023. I saw the advertisement for the position on LinkedIn, and I would be grateful for your consideration of taking me under your leadership to further my knowledge and to progress with you.

I would be honoured to work with one of Ireland’s largest full-service law firms who is a forward-thinking law firm and who is dedicated to the protection and promotion of their client’s interests. I have always been impressed with the variety of fields which the firm covers and the diversity of clients. I have always looked up to the law firm as a place to work, thrive, and achieve great things, in which is the reason I would is the reason I would love to be a part of the large family that this company has. I believe I would be an ideal fit for this law firm as I am a motivated, hardworking, innovative, creative individual, as well as being a team player.

I have recently completed my LLB degree in National University of Ireland, Galway and I am currently working in Shane Kennedy & Co Solicitor’s while completing my final three FE1 exams. By gaining an opportunity of a traineeship in Byrne Wallace LLP, I would be able to illustrate my skills such as communication and interpersonal skills which I have developed by interacting with clients while working in both Shane Kennedy & Co and in Barry Healy & Co. These skills were also expanded during my time volunteering as a Ceim leader where I had to interact with first years by answering numerous queries and explaining the format of the class for the day.

Another skill that I possess is having a high level of accuracy and attention to detail which is required while working in Shane Kennedy & Co. Accuracy is key when combining briefs, preparing schedules of special damages, replies to particular and composing a voluntary discovery. While working in Combilift Ltd, my role was a buyer which required excellent attention to detail to make sure that accurate stock is ordered especially when there would be a shortage of parts to prevent the production from ceasing.

While volunteering as a Ceim leader I developed the ability to work in a team since there were four Ceim leaders per class. As a Ceim leader we had to work together to design the format of the class and initiate new ideas for the class. Those are some of the skills that I have developed over the years, and I am eager to demonstrate them in Byrne Wallace LLP.

I would love an opportunity for an interview, and I look forward to hearing from you.

Thank you for your time and consideration.

Yours sincerely,

Ernesta Staponkute.