Eva Kelly

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FAO: The Manager of the Trainee Programme,

Dublin 2

Dear Sir/Madam,

I would like to express my interest in the Trainee Programme at Byrne Wallace. I am very keen to join your team as it is my belief that I am a good candidate for this position. I am currently in the process of completing my final year of Economics, Politics and Law at DCU. My time studying these disciplines has allowed me to develop numerous skills that will aid in my development as a young professional. The mix of subjects I study along with my experience of working in a corporate environment in both Law and Construction makes me very transferable within your firm.

I have also completed a three-month internship in a fast pace Dublin based law firm. This internship allowed me to further my communicational skills while learning an abundance about law and working in a progressive law firm. The internship resulted in a job offer which I hope reflects on my application over the three months that I worked in the firm.

My achievements in competitions such as European Youth Parliament and ‘Ireland’s Top Teens’ reaffirm my belief that I am a strong communicator as well as a diligent group leader and team member. I am a creative and innovative individual with a wide range of interests. The fact that your firm seeks to engage Trainees in the day to day workings of the firm leads me to believe I will gain valuable experience should my application be accepted.

It is my view that I would thrive working in a professional and fast pace environment such as in Byrne Wallace. I would relish the opportunity to gain industry experience at such a progressive firm. As you will see from my CV my interests are vast. Your firms’ charitable activities are something I would especially like to get involved in.

I consider myself to be very driven and quite competitive. I have always been a hard worker and would love the opportunity to demonstrate this dedication to a firm that I believe will allow me to develop into a competent professional.

Finally, I believe that I would be an asset to your firm. This Traineeship would provide me with the ideal opportunity to assist your organisation and to expand my legal and professional skills. I would love an opportunity to convey my interest in person at the interview stage of the process.

Sincerely,

Eva Kelly