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Tuesday, 18th of October 2016

ByrneWallace

88 Harcourt Street

Dublin 2, Ireland

**Re: Trainee Solicitor Programme**

Dear Sir/Madam,

I am writing to you to apply for the Trainee Solicitor Programme. I believe that my experience working with people and endeavouring to provide a quality service will enable me to thrive in ByrneWallace.

I chose to go to Strasbourg for my Erasmus year as it is a centre for international law and human rights. I had the opportunity to attend numerous conferences in the Council of Europe, concerning different rights such as the freedom of expression and the right to privacy. I believe my exposure to international law makes me a good candidate to work for your firm. I adapted well to a different system of law, and learned how to work effectively and succeed in a new and challenging environment. These are important skills to have for a law firm with multiple departments. I believe ByrneWallace would be the best place to develop this skill as a firm that is innovative and progressive.

Client satisfaction is very important to me and as it is an integral part of the values of your firm, I would strive to provide the best service possible for your clients. As an Activity Coordinator for Atlantic Language, I worked with hundreds of foreign teenage students who had come to Ireland to improve their English and also to get a taste of Irish culture by exploring the country. It was my responsibility to ensure the students had the best possible experience. My focus was on the students’ enjoyment of the activities. The group leaders were pleased with the way in which I executed tasks and fulfilled my role as providing a service for them.

I believe my communication and interpersonal skills would allow me to engage with clients more effectively and I would be able to come up with solutions if their needs changed. In my administrative role at Atlantic Language, I communicated on a regular basis with the group leaders and organisations to arrange excursions. As an Activity Coordinator, I engaged effectively with the students and the group leaders to ensure they were happy throughout the various activities.

I would like to thank you for taking time to consider me for this position.

Yours sincerely,

Eve Brook