Evelyn Ruth Considine

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Bushypark,

Galway.

0872530954.

To whom it may concern,

I am writing to express my interest in your Traineeship programme as advertised on the Byrne Wallace website. I have obtained a 2:1 in my International Corporate Law degree having studied a wide variety of subjects such as Company law, Information Technology law, Intellectual Property law and Administrative law all of which I note are practice areas of Byrne Wallace.

I also have relevant office experience, which I believe will make me a competitive candidate for this position. During my internship with Eco-Wall Therm in the summer of 2012 I learned the fundamental skills needed to succeed in a fast paced environment, these varied from administrative duties such as filing to organising meetings and pricing appointments for the company directors and clients. After completing my Bachelor’s degree I worked for four months with Purdy FitzGerald solicitors in Galway where I was exposed to the daily tasks of a busy law firm. My duties included drafting a broad range of legal documents, preparing documentation for Employment Appeals Tribunals and other hearings as well as attending these with clients and associates where I would take notes and attendance to update case files. I also carried out research on relevant legislation and case law for Mr. Purdy’s book on Employment Equality.

My work experience and involvement in university societies has also taught me how to work closely with others as well as being able to work and act upon my own initiative to carry out duties and achieve desired goals.

I have attached my C.V and would like to thank you for your consideration.

Yours sincerely,

Evelyn Ruth Considine.