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**COVER LETTER**

11 October 2017

Human Resource Department

ByrneWallace

88 Harcourt Street

Dublin 2

Dear Sir/Madam:

It is with great professional enthusiasm that I approach ByrneWallace with the goal of exploring opportunities, such as its Trainee Solicitor Programme. Equipped with a Bachelor in Civil Law degree from Dublin City University, I am well-prepared to align my skill set and interest in law with a position that requires a proactive individual who strives to exceed expectations on every assignment. I believe that being exposed to a corporate environment as ByrneWallace, will provide me insight as to how the legal world operates as well as the skills needed to propel me in my pursuit of becoming a solicitor.

In this regard, I believe that I have the characteristics and work ethic which are necessary to function as a Trainee. For example, as a powerful communicator who possesses interpersonal skills, I will be able to adapt to and work well in any environment that I am in. My ability to be well organised and to prioritise tasks under upcoming deadlines enables me to work with efficiency and efficacy. In addition, I have time-management skills and work well on my own and in team-driven environments. You will find me to be a highly productive individual, who shows initiative, is quick to grasp essential procedures and protocols, and possesses the stamina to do whatever it takes to complete the task set before me. Furthermore, I am always willing to continually learn new techniques on how to produce effective results while following all directives.

As I am very keen on expanding my knowledge in the legal sphere, a training position at ByrneWallace will help me to grow and develop in such a sector. I think that the nature and structure of the Trainee Programme provides Trainees with very wide exposure to many practice areas which will enable Trainees to make an informed choice as to which area of the law to practice, post qualification. I would also like to avail of the many supplementary benefits that the firm offers its Trainees, such as, its Learning and Development Programme, and the firm’s promotion of work-life balance, especially, through volunteering activities. Finally, I would like to train in a law firm that provides opportunities for future career progression, and ByrneWallace seems to offer this.

Should my characteristics and a solid work ethic be a good fit for the ByrneWallace Trainee Solicitor Programme, I would look forward to an opportunity to discuss my qualifications in detail. Until then, thank you for your time and consideration.

Sincerely,

Feyi Alabi