Ms McLaughlin, West End,

HR Manager, Castletownbere,

Byrne Wallace, Co. Cork,

Dublin.

04th February 2017

Dear Ms McLaughlin,

I am applying for your trainee solicitor program in 2016. I was informed about your company by a colleague of mine who recommended I apply for the Summer Internship program. He informed me that Byrne Wallace are one of Ireland’s largest law firms and had recently been voted Irish law firm of the year. Having done my own research since I and seen that Byrne Wallace are the only Irish legal firm to be awarded Lexcel accreditation and the first Irish law firm certified for ISO 27001. Seeing these prestigious awards accredited to Byrne Wallace further convinced me that your firm is the correct one to strive and apply for.

As you will see from my CV, I’m a highly intelligent individual scoring 520 points in my Leaving cert. However, what I feel is my separating factor from everyone else is my work experience from a very young age. Even though it’s in an unrelated field, working while being in fulltime education has taught me many highly employable skills such as working under pressure, relentless work ethic, time management and a drive for excellence. I also have prior experience in law firms as I have had two separate spells on work placement in legal firms, which have motivated me to pursue a career in law.

Enclosed is a copy of my Curriculum Vitae. If you’ve any questions about my CV or application please don’t hesitate in contacting me. I would like to thank you for giving your time to read my application. I’m available for interview at your convenience. I look forward to hearing back from you.

Yours sincerely,

Gavin Holland.