**9 Castleview Park**

**Dublin Road**

**Malahide**

**87-88 Harcourt Street**

**Dublin 2 19th October 2015**

Dear sir or madam,

I am writing to apply for a traineeship position in Byrne Wallace. I am a final year student studying Business and Law (BBL) in UCD Dublin on track to receive a first class honours degree. Byrne Wallace is a particularly appealing firm to me, for a number of reasons. Not only is it one of Ireland’s top law firms but it is also the leader in a few of the areas I am most interested in. Consistent with my studies, I have a particular interest in corporate law. The Bachelor in Business and Law is providing me with a unique combination of skills ideal for the legal and commercial world. My academic skills in college so far reflect my level of engagement and diligence, having achieved a high 2:1 in my third year examinations and an overall ranking of seventh in my class. This is testament to my ability to achieve a good balance between my study and both my work life and social life.

Another major factor that draws me to Byrne Wallace is its reputation and employees. I have spoken to interns and trainees at Careers Fairs over the years. None of whom could have spoken higher of their experience at the firm. It is an organisation like this that I strive to be part of, when it is far more than just a work place, it almost becomes a form of community.

I have had a lot of experience working in groups throughout college, through this, I have developed interpersonal skills and excellent communication skills. My involvement in the committee of the Student Legal Service demonstrates my aptitude for teamwork, cooperation and my ability to strive towards a common goal. My passion for makeup, both fashion and theatrical, has allowed me to develop my innovation skills. I am a sociable character and am always willing to accept new challenges. I believe that these skills are aligned with that of Byrne Wallace and I will be able to further develop these skills through your mentoring.

My current role as a paralegal has provided me with invaluable experience of putting my legal knowledge into practice and developing my drafting abilities, especially in relation to the new Companies Act 2014. As well as this I have become familiar with the Charity Act 2009 and the effect it has on our clients. My role includes ensuring out client’s regulatory and registration requirements are fulfilled under the Charities Act and the establishment of the Charity Regulatory Authority. My part time position as a health advisor is done in the strictest code of confidence and has helped me develop my professional skills. It requires real attention to detail and there is a high degree of trust involved and customers really rely upon your advices. These are all skills which I believe will allow me to become a good corporate lawyer. most.

I have an excellent academic track record, as demonstrated by my GPA to date. Throughout my academic career I have been driven to succeed at anything that I’ve undertaken. It would be a privilege for me to work in such a prestigious organisation such as Byrne Wallace. I would be delighted if I was afforded the chance to attend an interview.

Yours sincerely,

**Hannah Cowley**