Dear Sir/Madam,

I am writing to you to apply to the Trainee Solicitor Programme as advertised through your website. I am delighted to apply for a traineeship at such a prestigious and recognised law firm as Byrne Wallace. With the firm’s diverse range of clients and its multitude of areas of practice, I believe that my strengths and qualifications are an ideal match and will bring immediate value to Byrne Wallace.

I have recently graduated with first-class honours from the University of Limerick and throughout the four years maintained a first-class degree. During this time, I was able to maintain my grades while also working part-time and volunteering with Enactus UL a social entrepreneurial society, so my organisational and time management skills are something that I pride myself in. As part of my final year, I successfully completed a thesis in which I received an A2 grade, which highlights that my research and analytical skills are more than proficient.

In my former legal intern role, I was in charge of managing client files, through the case management system as well as preparing numerous briefs for counsel for both the Circuit and High Court. This opportunity really developed my written and oral communication skills along with the ability to professionally deal with any difficulties from clients. Throughout my placement, I was consistently able to complete my work by the deadlines set for me and often received praise for my strong work ethic. Through my two years of working in the hospitality sector, most recently as a host in a popular restaurant in San Francisco, I have significant experience working in a team-orientated, fast-paced workplace as well as working to my own initiative.

This opportunity is especially exciting as my professional goals align with Byrne Wallace’s mission and values. Further, my communication, problem-solving, and time-management abilities will serve to support your continued organisational efforts.

To illustrate the scope of my career history and professional competencies, please take a moment to review my enclosed CV. I am grateful for your evaluation of my credentials and subsequent response.

Sincerely,

Hannah Kenny