Dear Sir/Madam,

I would like to apply for the position of Trainee Solicitor as advertised through your website. I am delighted to apply for a position at such a well-established law firm such as Byrne Wallace LLP. With the firm’s diverse range of clients such as Cluid Housing, Zalando and Ocuco and areas of practice such as Conveyancing, Corporate & Commercial and Litigation & Dispute Resolution, I believe that my strengths and qualifications are an ideal match and will bring immediate value to Byrne Wallace LLP.

I 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 on. 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 with a commercial law firm, I was exposed to and worked on several high-value deals in the Irish business world. I was in charge of managing legal data rooms, preparing and monitoring client files through the case management system as well as preparing numerous ancillary and main documents for transactions. This opportunity further developed my written and oral communication skills along with the ability to professionally deal with any difficulties from clients.

Throughout my role, I was consistently able to complete my work by the deadlines set for me and often received praise for my strong work ethic. I have also worked in the hospitality sector, most recently as a host in a popular restaurant in San Francisco. I also have significant experience with working as part of a team as well as individually and I am comfortable working in a fast-paced workplace.

This opportunity is especially exciting as my professional goals align with Byrne Wallace LLP’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