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15/09/2021

Byrne Wallace LLP

Re: Traineeship Application

Dear Sir/ Madam,

I am writing to express my keen interest in applying for a Traineeship Position in your firm. I have recently graduated from NUI Galway with an undergraduate degree in Corporate Law International, and I am currently working as a Legal Executive in Moran & Ryan LLP. I believe this traineeship opportunity with Byrne Wallace would elevate my career to the next level. I have considerable experience working in both the legal and corporate world, as well as experience working in a multi-national company, as outlined in my CV. I bring a competitive set of skills, which I believe will be of value to your firm.

Having the opportunity to train with a firm as esteemed as Byrne Wallace would be a privilege. I understand that your firm offers a progressive approach, which incorporates and embraces technology and ultimately brings clients and partners closer. This aspect particularly appeals to me, as a potential trainee, as I am a firm believer that a working relationship of mutual understanding and trust with a client is of utmost importance, as well as having an efficient means of communication to do so.

Through my previous legal intern experience, I was tasked with researching various legal areas and providing detailed memorandums for client’s information. I also provided administrative support to partners and associates in the firm. My current position with Moran & Ryan LLP has taught me invaluable skills such as preparation of court documents, liaising with other solicitors and partners and coming up with client- focused solutions. This experience taught me that a client-focused approach is of utmost importance and making the law accessible and understandable to clients should be a solicitor’s top priority. I am confident that I can bring a professional, detail-orientated solution to any task I am given, if I were to be successful in this position. I am a highly dedicated employee, and I am certain that this dedication and drive will translate to this traineeship.

My attached CV details further work experience, including my work with AXA Ltd, as well as my academic achievements to date. I am passionate about this amazing opportunity and look forward to the possibility of discussing this position further.

Sincerely,

**Hannah Torpey**