256 Boireann Bheag,

Roscam,

Galway.

086-4013639

To whom it may concern,

I am currently a final year law and business student at the University of Galway, and I would like to apply for a traineeship at Byrne Wallace. As a law firm that is modern and forward-thinking, I would welcome any opportunity to work as a trainee and gain experience working in a firm that deals in a wide range of Irish law. I hope that being immersed in a legal working environment will be helpful to me when I am in the process of my FE1 examinations.

I am enthusiastic, flexible, and open-minded, with a keen willingness to learn. I am a good team player and I also work well independently.

I have previously worked in a variety of roles over the years including Retail Assistant, Food & Beverage Assistant and Administrative Assistant. Through this work I have gained hands-on and invaluable skills when it comes to dealing with the public, managing my time effectively, providing support to senior management, and working on my initiative.

I am currently working as a retail assistant in Anthony Ryans department store in Galway City Centre.

I have also volunteered my time to coach beginner and intermediate rowers at my secondary school rowing club, whilst balancing my studies and a part-time job. I found the experience incredibly rewarding and would be very excited about the possibility of participating in some of the pro bono work conducted by the Byrne Wallace firm. I am very aware of the benefits that pro bono work can have within the community. During my transition year at Coláiste Iognáid, I spent time as an administrative assistant in the disability law department of NUI Galway (now called the University of Galway). The majority of the work done there is done on a pro bono basis, and they work tirelessly on both national and international issues.

I have just returned from an Erasmus year in Turku, Finland. I had the opportunity to study law in a very different way than I do in Galway, there was a strong focus on international and human rights law. It also very much improved my communication skills, especially in communicating with those who do not have English as a first language.

I have a high level of written and spoken Irish, and I am very comfortable using it in my current workplace.

I hope to hear from you soon.

Kind Regards,

Hazel MacNamara.