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Ms Crona McLoughlin ByrneWallace 88-89 Harcourt Street Dublin 2 D02 DK18

12 February 2018

Dear Ms Crona McLoughlin,

As a ByrneWallace employee undertaking the fe-1 examinations, your Summer Intern Programme presents the perfect opportunity to experience a role similar to that of a trainee solicitor and it will allow the opportunity to illustrate to you my suitability to this role.

I would like to apply for the position. As requested, please find enclosed a detailed CV. My current role as legal secretary, previous administration and customer service roles, together with a first class honours law degree and a financial advisor diploma should bring some insight into the experience that can be brought to such a role. My hard working nature, ability to work on my own initiative and positive attitude even at times of high pressure, will also be of benefit within such a position.

I have watched the progress of ByrneWallace in recent years and admiring the work the company does, I ask for the opportunity to experience and contribute within other areas of the business, a role with greater responsibility and challenges. I look forward to hearing from you and can be contacted anytime.

Yours sincerely,

Hazel McMullan

Enclosed: CV