

Breaffy  
Ballina  
Co. Mayo

21 October 2015

Byrne Wallace  
87-88 Harcourt Street  
Dublin 2

Dear Sir/Madam,

I am writing to you to apply for a Traineeship with Byrne Wallace. Please find my CV attached.

This Traineeship opportunity greatly appeals to me because your firm is one of Ireland's largest law firms with a very broad range of interesting practice areas. I understand that that a Traineeship in Byrne Wallace would afford a uniquely valuable learning experience and an opportunity to gain excellent legal training at the highest standard. I am very eager to begin training as a solicitor at the earliest possible moment and I intend to enter Blackhall Place in September 2016.

I believe that I would be an ideal candidate for a Traineeship due to my excellent academic record, extensive relevant professional experience and also because I feel that I possess the personal qualities required for such this role. I have a strong background in Irish and EU law and I hold a Master's Degree in Public International Law and I therefore have a demonstrably strong record in carrying out detailed independent legal research.

I previously worked as a Paralegal for a global law firm during which I was responsible for drafting legal submissions, case management, liaising with clients and functions which a trainee solicitor could be expected to carry out. In this role I helped ensure client compliancy whilst delivering a high level of service to the customer. This experience impressed upon me the central importance of executing services within strict time-frames whilst coordinating effectively with colleagues within a team. All aspects of this position required excellent I.T. and organisational skills, an approachable, client-focused outlook and a strong desire to continuously learn and self-improve. For these reasons I believe that I would be a suitable candidate for this Trainee Solicitor role.

I will be available for an immediate start and I look forward to discussing this opportunity further during an interview. Thank you for your consideration.

Yours sincerely,

Helena Murphy.