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Dear Sir/Madame

I am writing to you to apply for the Traineeship at Bryne Wallace. The position appeals to me because I understand your trainee solicitors play a vital role in delivering excellent service to your clients. I am impressed that the firm makes a point of empowering trainees to achieve their very best, whilst offering them the support, training and guidance.

I think I would suit the position because I enjoy problem-solving, the construction of argument and working in teams. I am attracted by the academic rigor of the law and I am drawn to the fast-paced lifestyle, challenge and variety of commercial work.

I have strong oral and written communication skills which in my opinion are vital and without them you'll struggle to carry out the duties of a solicitor effectively. Excellent listening ability is also important when working with clients, and will aid me in being able to build relationships and engender confidence. I pride myself in my sharp eye for accuracy and attention to detail. I have effective time management skills and making to-do lists and prioritising tasks in order to complete multiple projects, which helped me during my time at university.

Thank you for considering my application. I look forward to hearing from you soon.

Yours sincerely,

Holly McFadden