Dear sir/Ma,

I am writing to express my interest in the Traineeship programme as advertised on the company’s website.

I graduated from Dublin City University with a first-class Bachelor of Civil Law degree and I have just completed an LL.M. in International and Comparative Law at Trinity College Dublin where I also attained a first class honours.

I am currently seeking to apply the knowledge I have gained in an intellectually challenging and stimulating environment where I can help clients achieve their objectives by utilising a client-centered model to understand their needs and provide relevant legal advice. Attaining a traineeship at Byrne Wallace, one of Ireland’s leading law firms, is the ideal opportunity to achieve this goal.

I have a number of skills which I believe are relevant to the position.

I have excellent communication skills, I can communicate in a timely and efficient manner. My work experience, particularly as an Intern at Crosscare Migrant Project where I offer immigration information to a diverse group of migrants and my role as Support Worker at the Salvation Army where I provide personalised and ongoing support to vulnerable clients has enabled me to develop this skill.

I have experience in providing client-centered service. As a Support Worker I met with clients on a regular basis, employed a personalised keyworking model and created a detailed support plan to ensure that clients' needs were met.

I have the ability to work as part of a team but also on my own initiative, working in both scenarios to achieve set goals. My voluntary role as Education Officer of the African Students Association of Ireland (ASAI) conveys my ability to work alongside other members of the committee to plan and organise events as well as taking on individual research projects.

I have experience working in a fast-paced environment, being responsible for multiple tasks and sensitive cases. I am highly capable of prioritising effectively to complete tasks and meet tight deadlines. I am currently managing a part-time job, an internship and volunteering with ASAI.

I also have experience in conducting legal research; having completed 2 dissertations as part of my undergraduate and Masters degrees and attained a first class honours in both dissertations.

Additionally, I have strong administrative and problem-solving skills. I am confident that my excellent academic achievements and transferrable skills make me an ideal candidate for this position.

Thank you for your consideration and I look forward to hearing from you.

Yours faithfully,

Ihunanya Enyi-Amadi