**Jack Barry**

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Byrne Wallace,

88 Harcourt Street
Dublin 2

18/10/2016

Dear Sir/ Madam,

# Re: Application for Trainee Program

# Today I am applying for the Trainee Program with Byrne Wallace. I see this opening as an exciting opportunity to build on my career in the legal sector. So far I have over two years’ experience working in a busy General Practice in Co. Donegal and I see this role as being a fantastic opportunity to develop into a top-class legal professional with an ambitious company like Byrne Wallace.

# From my research of your company and getting a feel for the sort of company you are, I believe I share many of the core values that you list as being of great importance to you. I take great pride in my work and do everything possible to ensure that it is completed to a high degree of professionalism.

# I also understand just how vital it is to be effective in my communication with clients. I have a vast array of experience of dealing with clients and third parties from numerous walks of life, and I feel this experience has helped me to develop an adaptability to be comfortable in most professional situations.

# Thank you for taking the time to assess my application.

# I look forward to hearing from you.

# Kind Regards,

# Jack Barry