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Byrne Wallace

88 Harcourt St,

Saint Kevin's,

Dublin,

Ireland

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To whom it may concern,

Please accept this cover letter in consideration for the graduate trainee position advertised by your firm. I am a diligent, hardworking, and motivated individual seeking an opportunity to gain legal experience to help me progress towards a career as a solicitor.

I am currently a masters student at University College Cork studying a general LLM. I graduated from Dublin City University with a bachelor’s degree in Law and Politics. I graduated with first-class honours ranking third in my class out of 90 people. I have also successfully passed all seven modules of the ICDL programme. I have completed the Career Mentorship Programme. I have also completed The Matheson Virtual Experience Programme, which gives students a glimpse into a legal intern’s work.

Throughout my education, I have worked part-time. I have no legal experience. However, I have experience in a high-speed office environment and in the retail setting. I have worked in data entry at EEW Ltd. My work concerned the conversion of print stock takings onto the online company database distributed to the accountant. I have worked with EEW for over two years returning each summer temporarily. Other employment included working as a shop assistant at a Centra petrol station and as a Warehouse assistant at EEW Ltd. These roles exposed me to varied workloads requiring determination and drive. I also had to adapt to working in an office environment.

I am ecstatic to gain exposure to the legal experience of working with a legal team. While studying for my master’s law degree, I have gained a desire to pursue work in a law firm. My other legal interests beyond company law extend to tort and property. I look forward to obtaining further insights into the practical application of the law.

Securing a traineeship at Byrne Wallace would provide me with an excellent opportunity to gain legal expertise and build upon my legal knowledge thus so far. Thank you for taking the time to read this letter. I look forward to your response.

Yours sincerely,

James Clarke.