

Lissadell Court
Golf Links Road
Co. Limerick
Ireland
V94 R5PF
Date: 30 October 2022

Re: Application for Traineeship

To whom it may concern,

I am writing to apply for the trainee programme with Byrne Wallace.

I am currently in the final year of my degree in Business and Law with University College Dublin. I have taken a specific interest in law and finance as a result of modules covered to date and varied work experience.

I have developed strong problem-solving, organisational and team working skills as a result of working as an administrator for a busy medical practice during COVID-19 and additionally as a sales assistant for Jo Malone in Brown Thomas Stores Dublin and Limerick. I also have summer internship experience in Ernst and Young and Simmons & Simmons. Completing group assignments in person and also virtually, has enhanced my communication and technical skills immensely.

I feel the legal and business exposure and the technical skills I would gain on this traineeship would culminate to be an invaluable start to my career.

I appreciate the challenges and opportunities of working in law and believe I have the interpersonal skills and professional attributes required to be successful.

Please find attached my Curriculum Vitae which will provide you with further details of my skill set for your consideration.

I appreciate you taking the time to consider my application and I look forward to hearing from you.

Kind regards,
Jennifer Keating