Jennifer Tierney,

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0871269847

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Dear Beth,

I am writing to you to apply for a position on the ByrneWallace trainee program. ByrneWallace has always been a firm that I have admired greatly having spent 1 month as an intern in the property department in 2011, therefore it is an obvious choice for me to apply to your company for my training contract.

ByrneWallace is a place where I believe I can develop and grow my skillset and knowledge from working with the highly acclaimed workforce. I also believe my skills and attributes would fit in well and the company would benefit from having me on the trainee program.

I am a graduate of NUI Galway where I graduated with a Batchelor of Corporate Law in 2013. I am preparing to take my first sitting of the FE1 examinations in March 2017.

Since graduating from NUI Galway I have been working with our family business which is an international haulage company. I have personal reasons for deferring my legal career until now which I am happy discuss further if required.

I have gained invaluable skills, values and knowledge through my work as an international transport manager. I believe these attributes make me an appropriate candidate for the ByrneWallace trainee program.

I would consider myself to have good interpersonal and communication skills for dealing with team members and clients. I can respond to clients in an appropriate manner depending on the subject at hand.

I learned how to efficiently and logically deal with problems that may arise in a calm and organised way. Having the vision to see a problem that may arise in any job or project is crucial. Along with this I have developed how to forward plan and have a vision of possible problems that may arise in a project. This allows for a team or individual to have a solution waiting if the need arises.

I have an astute knowledge of the reality of running a business and challenges and issues faced by business owners in today’s world. Coupled with this I have seen how complex engagement is between businesses and the larger corporate world. Having been at the fore of running our family business for the past 3 years my eyes have been opened to things I could never have learned from a book or in university.

The haulage industry is one which is becoming more and more legislated and compliance orientated everyday which is undoubtedly posing huge challenges for many business owners as they struggle to keep up to date and in the know of subjects that are often way out of their remit. I now have a heightened awareness of how a lack of knowledge of legislation surrounding an industry can have a detrimental effect on a business.

I am not afraid to take on any challenge or project be it carer-wise or outside of that. I have organised 2 very successful and large charity truck runs in the past 2 years where over €75,000 has been raised for a children’s charity. These events were obviously linked to our business however they required a high level of personal dedication, organisation, time-management, people management, communication, team-work and a passion for giving back to the community to make them as successful as they were. To date these have been one of the proudest and most rewarding projects I have ever been involved in.

As a result I was awarded the Fleet Transport Woman In transport Award 2016 for actively promoting a positive image of the Irish transport industry whilst being a role model for women and young people within the industry.

I am an honest, loyal, dedicated, innovative and have a passion to succeed in all challenges I meet.

Thank you very much for taking the time to read this letter. Should you need any clarification on anything please do not hesitate to contact me via email jen3tierney@gmail.com or on my mobile 0871269847

Yours Sincerely

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Jennifer Tierney