22 Old Bridge Road

 Templeogue

 Dublin 16

Byrne Wallace

88 Harcourt Street

Dublin 2

Dublin

Dear Sir/Madam,

I am applying for a Trainee position at Byrne Wallace, having recently attained a 2.1 Honours Degree from Trinity College Dublin. I have am currently studying for the FE-1 exams and have sat four of them in the last month. I hope to have several of them completed prior to undertaking the traineeship. I attach my Curriculum Vitae for your consideration.

Developing greater insight into the different types of law, at a national and international level, is a key goal of mine. Arthur Cox is precisely the firm where to gain such insight with its focus on delivering commercial and pragmatic solutions within all of its diverse practice areas, underpinned by a professional and trusted legal service.

Over the course of my college years I gained experience at a number of law firms, where I practised in different branches of legal work. These contrasting environments, and the experience I gained in non-legal areas of employment, accustomed me to a variety of situations, demands and the awareness to tailor my conduct to that appropriate to the case at hand and to any role that needed to be performed. I believe this will enable me to contribute to your firm and give me a platform in which to improve myself across any legal practice area that I am assigned to.

My experiences have also given me a sense of hard work, punctuality, commitment, and an awareness of the needs of others to bring to every task before me. It has inured in me both the ability to precisely follow instructions and the ability to improvise and organise on my initiative when required. These abilities allow me to consistently match the demands that academic studies and past and present positions have required of me, from switching rapidly from one task to another, to balancing several tasks at once and to persevering with tasks that can perplex and frustrate at first.

I feel that my experience and personal qualities are such as to make me suitable and worthy to the opportunity sought, and I would be happy to discuss any aspect of this application at your convenience.

Yours sincerely,

John Nolan