Mrs. Beth Onslow 88 Harcourt Street

HR Administrator Dublin 2.

Byrne Wallace

19th October 2017

Dear Mrs Onslow

I am very interested in applying for a position within the Byrne Wallace Trainee Development Programme as advertised on your website. I am currently completing my final year of my Bachelor of Laws degree at Dublin Institute of Technology.

I am particularly interested in working for Byrne Wallace as my primary interest lies in commercial law. Having researched your website, I believe that your company is at the forefront of this challenging and dynamic area as demonstrated through the various awards I like how your company encourages a supportive and integrative work environment through your learning and development, rotation and partner supervision programmes. I particularly like the personal development programme as I feel the field of Law is an ever growing field and enhancing my legal knowledge is something I am particularly interested in. I appreciate the emphasis on development as it demonstrates why Byrne Wallace is one the leading Irish law firms.

I note that you are seeking individuals with basic legal experience. As you can see from my CV, I have valuable work experience as a Legal Secretary with M.T O’Donoghue & Co. This position enabled me to develop a solid working knowledge of the practice and procedure in a busy law firm. During my time there, I gained experience in client contact, researching and drafting documents, assisting in the preparation of briefs, attending court and much more as outlined in my CV. In addition to this, I am aware that an ability to work effectively with clients is crucial to the success of this role. My role as Café assistant in Sacred Café in London provided me with a strong sense of customer service and also developed my communication and interpersonal skills. For example, in this role I had to be capable to do most things necessary including being responsible for the care of customers on one of London’s busiest streets while also maintaining a clean café, cooking food and organising stock. This taught me to work long stressful hours and have an attention to detail in overseeing financial transactions and managing co-workers within the organisation.

I am a keen team player and I also embrace leadership roles which I feel is a vital requirement to have for a Law Firm. I also very interested in furthering my legal knowledge which is an opportunity I feel your programme can offer me. I understand that this training programme involves a high level of commitment that I am fully capable of providing. Upon completion of the programme, I would envisage myself as a long-term and valued member of your staff.

I would be pleased to attend for interview at any convenient time and look forward to hearing from you.

Yours sincerely,

Jordan Davin