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ByrneWallace  
88 Harcourt Street,  
Dublin 2

Dear Sir/Madam,

I am a recent LLB graduate and I am looking to enter into my desired field of work. The Traineeship Program at ByrneWallace is an opportunity I am very interested in. I am a highly motivated individual, I am committed and I am dependable and these are qualities that would benefit ByrneWallace.

As part of my professional experience I undertook two separate internships. The first was under Jennifer Cuffe BL and as part of my time working under Ms Cuffe I was required to meet with her clients and collect important background information required by Ms Cuffe. In doing so I also had to act professionally and engage with the clients. My second internship was under James Lawless TD. Under Mr Lawless I worked in both his constituency office in Naas and in Dáil Éireann. As part of my time with Mr Lawless I engaged with constituents and undertook numerous research assignments.

Throughout my studies I was class prefect and I advocated on behalf of law students in relation to the Governing Body of the college and the Program Directors for Law. As part of this role effective communication and organisation was crucial in achieving results in the position. Notably I successfully represented the concerns of the student body to the Senior Executive Team and Governing Body of IT Carlow, IT Tallaght and IT Waterford and as a result of this process a standardised assessment format for LLB courses was agreed and implemented.

During my studies I worked deadline sensitive roles, notably supervising my own production and packaging line in Irish Dog Foods. As part of my role I had to organise workloads, and communicate information to the operations team and management. My role as supervisor was time sensitive and required me to work with a team to meet multiple deadlines in a versatile work environment and as such effective communication and consistency was essential.

Prior to finishing my Leaving Certificate I established a music tutoring service as a source of income and at its peak I maintained 10 to 15 students of varying ages and skill levels. Growing my student base and developing contacts was important and required consistent management and attention. Notably managing the expectations of students and being both flexible and dependable were key features of my service and were crucial in the growth of my student base. Through my time as a tutor I developed an understanding of the importance of client management in the context of offering a service.

I look forward to hearing back from you in relation to my application.

Yours sincerely,

Josh Thompson