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Hiring Manager
Byrne Wallace
88 Harcourt St
Saint Kevin's
Dublin

18 October 2018

RE: Trainee Solicitor Position

Dear Hiring Manager,

I would like to apply for a place on the Byrne Wallace Trainee Programme. I am a recent graduate from Maynooth University where I achieved a First Class Honours Bachelor of Civil Law with Spanish Degree. I have recently sat my first round of FE-1 examinations in October 2018. I am highly motivated and enthusiastic with strong business acumen and an excellent academic background as detailed in the attached CV.

I wish to train with Byrne Wallace as I would like the opportunity to engage in challenging work in a fast-moving ambitious law firm with a strong caliber of clients. I note the many accolades the firm has received from "Excellence in Client Service 2018" to "Commercial Litigation Law firm of the Year 2018". The firm's various awards are testament to its ambition and success. I also believe that Byrne Wallace's values are values which I consider extremely important and I would like to work a firm that shares the same values as I have. I value partnership the most as I thrive in a teams as outlined by my various achievements and I believe the key to success is to work successfully within a team based environment.

I am interesting in training with Byrne Wallace as the firm offers trainee solicitors a wide-range of practice areas in which to complete their rotations. The firm also offers the opportunity to work on projects with specialist teams and this particularly appeals to me given my keen interest employment law and health services. I have developed excellent technical and drafting skills as well as the ability to work efficiently in pressurised situations, which would aid me as a trainee solicitor at Byrne Wallace.

In addition, I am an ambitious, enthusiastic and driven team player. I am motivated by setting goals and striving to exceed these goals as outlined by my exam results, my extra-curricular activities and my sporting achievements. During my time at the Workplace Relations Commission I developed various skills which are suited to that of a trainee solicitor such as the ability to pay attention to detail as illustrated by the various documents that I drafted, including case notes, case minutes and various reports. I am organised with excellent time-management skills and I have the ability to work on multiple projects simultaneously which will benefit me as a trainee solicitor at Byrne Wallace when working on different projects and transactions at once.

Through the combination of my academic achievements and extracurricular involvement I have developed skills for a career in corporate law and I believe these skills would be further enhanced by working as a trainee with Byrne Wallace. I believe both my academic and extracurricular experiences have given me the requisite skills to be a successful addition to the Byrne Wallace team. The opportunity to train with a leading law firm such as Byrne Wallace would be an invaluable experience for me to progress my career in law. I appreciate you taking the time to review my application and I look forward to hearing from you.

Yours sincerely,

A handwritten signature in blue ink that reads "Kate Daniels". The signature is written in a cursive, flowing style.

Kate Daniels.