25 Coolnevaun,
Stillorgan,
Co Dublin.

23rd October 2015

**Re: Application for Trainee Development Programme**

Dear Ms Fox,

I am pleased to submit attached herewith my curriculum vitae (CV) to apply for a traineeship with your firm, ByrneWallace. Over my four years in TCD it has become clear to me that becoming a solicitor and progressing in that field is the direction I wish my career to take. Your firm is well established as a leading solicitor office within the State, an opinion that is supported by the number of high profile cases and awards which it has won to date. The diversity of the fields which ByrneWallace is involved in is very attractive; with Employment law, Environmental law, IP law, Administrative law and Commercial law areas which I particularly enjoyed in university. That is why I believe working with your firm will provide me with the highest quality training and development available in this country, helping me reach my goal of being successful in my professional life.

As you will garner from my CV, I can bring with me to ByrneWallace a number of personal characteristics and strengths that will contribute to my having a successful and positive career with your firm. These include my enthusiasm for the job, my ambition to succeed and my commitment to a career in law. I believe I have the right determination and skill-set to make a substantial contribution to your business. I am, most of all, a successful team player, having played a number of competitive team sports successfully at a high level. I am also a motivated self-starter, and have often lead projects to success in my academic and professional life.

I offer ByrneWallace a rich resumé, demonstrating an aptitude and experience in several fields of work. The roles together represent the kind of variety of experience that will stand me in good stead when facing the challenges of my traineeship and my later career. I have in every instance completed the work I undertook with industry and positivity, and I have consistently achieved good results, whether in undertaking tasks, or simply building good relationships. If selected, I would aim to continue this industrious approach along with a determination to thrive and succeed in my new career.

There are many benefits that I foresee from being part of the traineeship programme in your firm. Crucially for me is the experience of working with a top team of solicitors, dealing with some of the most challenging legal transactions in this state. ByrneWallace can provide me with the opportunity to work in an environment where quality processes and procedures are implemented as standard, and taught from the outset. I find the firm’s philosophy of embracing technology and progress in the legal sector to be very enlightened and an ethos which matches my own. I believe that such an environment ultimately leads to success, and so I wish to learn my profession in your firm.

I know that ByrneWallace will give my application its due consideration and I would certainly look forward to an invitation to interview for the role. With this objective in mind, I have provided my contact details on my CV for your convenience.

Yours Sincerely,

Kenneth Dixon