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Byrne Wallace

88 Harcourt Street, St. Kevin’s

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To whom it may concern,

I am writing to you today to apply for a position in your graduate traineeship programme, which I hope to commence in 2020, following the completion of my FE1’s next year. I have recently returned to University College Dublin to complete my final year of law with social justice, after returning from a semester abroad at the University of Queensland in Brisbane, Australia. I have gained various different types of legal work experience over the last year. I thoroughly enjoyed all of these experiences, and they have encouraged me to pursue a career in a commercial law firm.

I believe that I possess a variety of skills which are suitable for a career in law. I find that I work very well as part of a team, but I am also equally as comfortable completing tasks alone. Working part-time throughout my degree has also allowed me to develop excellent time management skills. Fitting in a part-time job has allowed me to become well accustomed to dividing and managing my time effectively. Working in hospitality has also allowed me to develop excellent customer service skills, as I am well accustomed to developing relationships in a professional capacity.

While selecting firms to apply to, Byrne Wallace has stood out to me for a number of reasons. I have heard very positive feedback from UCD alumni who have completed your traineeship programme. I have always hoped to complete my traineeship at a frim which as well as having a strong domestic presence, also has many multi-national clients. The firms interest in fundraising for organisations such as Breast Cancer Ireland and other charities is something I find extremely important, as I hope to complete my traineeship at a firm which takes a strong approach to corporate social responsibility.

 Thank you for considering my application. I look forward to hearing from you.

Yours Sincerely,

Kitty Ryan