12 Aranleigh Court

Rathfarnham

Dublin 14

21st October 2015

Sinead Fox,

HR Administrator,

Byrne Wallace,

88 Harcourt Street,

Dublin 2.

Dear Ms Fox,

**Re: Traineeship Solicitor programme**

I would like to be considered for a place in Byrne Wallace’s traineeship programme as I believe that my skills and experiences make me a good candidate.

Whilst working as an intern in the Legal Aid Board I showed myself to be diligent and hardworking. I assisted the case solicitor by attending and minuting client meetings and court proceedings both at Dolphin House District Court and the Refugee Appeals Tribunal. I drafted and prepared documents and undertook research via the internet on a number of issues concerning clients’ cases.

My previous work experiences required me to deal with people, where I displayed good interpersonal and communication skills. I learned how to work for long hours and in pressurised situations, while keeping motivated and positive. Furthermore I demonstrated good time management as well as the ability to adapt to changing circumstances.

Byrne Wallace’s commitment to excellence ensures that the service which it provides to its clients is pragmatic and specifically designed to meet their needs. I would love to be part of such a team. I believe that my skill set is well suited to your firm as I am practical, thorough and considered.

As Byrne Wallace deals with a wide array of legal matters, I would be able to experience many different areas of law. I am particularly interested in real estate and Byrne Wallace’s Property/ Real Estate Group is regarded as one of the best in its field. Your firm also deals with a wide variety of matters in respect to private clients and I would welcome the opportunity to be involved in this area.

I appreciate you taking the time to look at my curriculum vitae and hope that you will consider me for your programme.

Kind regards,

Lauren Edwards