2 Farrenboley Park,

Windy Arbour,

Dublin 14

**19/10/2018**

88 Harcourt St,

Saint Kevin's, Dublin,

D02 DK18

Dear Ms. Onslow,

Please find attached my application for a traineeship position at your firm, Byrne Wallace. From this I hope you will see that I am an extremely hardworking and dedicated individual with a proven track record of achievement in all aspects of my career to date, specifically in terms of my academic studies, my employment record, my sporting interests/achievements and my experience of the legal world through my internship with O’Connor Solicitors and my role as a Legal Advisor in the Legal Clinics held by the Student Legal Service in UCD.

Firstly, I would like to say how much of a pleasure it was to meet many members of the Byrne Wallace Team at the traineeship information evening on Tuesday. I found the evening to be extremely informative and it made me even more certain that Byrne Wallace is the firm for me. I had the opportunity to speak with Loughlin Deegan and Deirdre Lynch – partners in the employment law department, an area of law in which I have an avid interest and to many of the current trainees in the firm who spoke very highly of their roles. Being provided with such an opportunity gave me an insight as to what it would be like to be a member of the Byrne Wallace team, a team in which, from what I have seen respect and support each other.

I realise that you will be asked to consider many applications for traineeship positions and that the vast majority of these will, on paper, appear to be very worthy of your consideration so you are left in the difficult position of trying to discern which applications should merit serious consideration and which should not. All I can say in this regard is that it has been shown that I do have the necessary qualities of a strong work ethic, a commitment to studies, a warm and welcoming personality with a keen interest in people and a mind which is both open to and sensitive to the needs of others which, in turn, makes me someone who is very much a team player.

In my current part time job which helps to fund my College costs I recently received an email from a client which included the following line*, “Thank you for your lovely email and your great service on Sunday, both [my husband] and I talked about how lovely it was to get such great service from you and was one of the reasons we went back [to make the purchase]. You truly were delightful.”* While it may be unusual to mention something like this in a letter of application I’m taking the chance that it will allow you to get a sense of who I am and what I can bring to your firm – while academic qualifications are hugely important (and I am on course for good results in this regard) I also strongly feel that interpersonal skills, professional integrity and client rapport are equally as important and these are qualities I am absolutely confident I can bring to your firm and qualities which I feel I can convey if given the opportunity of an interview.

Thank you for taking the time to consider my application and I look forward to hearing from you in the near future.

Yours sincerely,

Lauren Finegan