Louise Lawless,  
 Springvalley,   
 Summerhill,  
 Co. Meath

88 Harcourt St,   
Saint Kevin's,   
Dublin,   
D02 DK18

Dear Sir/Madam,

Thank you for the opportunity to apply for the traineeship at Byrne Wallace. Having read the job description advertised on your website, it's clear that you're looking for a candidate that is hardworking, capable of handling a heavy workload, has an ability to work under pressure and is organised. Given these requirements, I am confident that I have the necessary skill set and work ethic to succeed at the job and perform above expectations.

I am a hard working Law and German graduate of Trinity College Dublin, evidenced by the fact that I’ve worked full time for the last year while studying for the FE1s. Similarly, I have legal experience, through working with FLAC, that coincides with the role requirements for a Byrne Wallace trainee.

I have a range of skills, in addition to the skills garnered from my law and German degree, that would make me a positive contribution to Byrne Wallace. In June, I concluded a contract with the Irish Times Content Studio Team, where I learned valuable digital production skills, as well as teamwork, building relationships with commercial clients and honing my attention to detail. These soft skills are relevant in any workforce and ensure that I have the skillset to function effectively as a trainee within a company like Byrne Wallace.

In my academic, personal and working life, I have been praised as diligent by professors and peers. While working with Trinity College Alumni in 2018,, I was awarded “the best new caller” after a summer of positive phone calls, building relationships with donors, which led to generous gifts. Whether working on academic, extra-curricular, or personal projects I apply analytical, communication and teamwork skills, which I hope to bring to the traineeship in Byrne Wallace.

A copy of my CV is enclosed for your consideration, and if you have questions about my application, please do not hesitate to contact me on either lawlesl@tcd.ie or 0877475129.

Thank you for considering my application, I'm looking forward to hearing from you in the near future.

Yours faithfully,

Louise Lawless