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Head of Recruitment

Byrne Wallace Solicitors,

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20 October 2017

To Whom It May Concern,

I am writing to apply for a position on the Byrne Wallace Traineeship Programme as advertised on your graduate recruitment website. Your advertisement for a trainee matches the experience I have and also should provide the kind of challenge I am now seeking within my career. I have recently graduated with a law degree from Trinity College Dublin and am currently awaiting the results of my final FE-1 Examinations. As requested, please find enclosed with my application a detailed CV.

I would like to become a trainee with Byrne Wallace because the feedback I have been given from professionals who work at the firm has been extremely positive. I want to work in a firm that can offer me an excellent quality work environment and at the same time will nurture my personal development. I believe that Byrne Wallace matches this description and that the firm is a good fit for me. Furthermore, I believe that as a firm, Byrne Wallace has an edge over other competitors. I admire that your firm is the first and only large Irish Law Firm to receive a Lexcel accreditation and also appreciate that Byrne Wallace won the Ireland Client Service Award from Chambers this year. To be given the chance to complete a traineeship with a firm that is true to its values and that boasts such a long history of leadership in the industry would be an incredible opportunity for any graduate.

As you will see from my CV, my work experiences have provided me with an enduring foundation for a career in law. My internships have taught me a great deal about communication and negotiation. I now have a better sense of commercial awareness, an improved command over legal and technical principles and the ability to present facts, law and strategies in a reasoned and persuasive manner. Now I am looking to secure a traineeship with your firm because I believe that it is the best place for me to build my career.

I hope that by reading this letter and my CV you will look favourably upon my application by recognising my abilities, strengths and future potential in the legal sector.

Thank you in advance for your time and consideration.

Yours Sincerely,

Maeve O’Sullivan