Dear Sirs,

I am Manal, a recent Business and Law graduate from University College Dublin. I intend to become a solicitor, and as such, I am greatly interested in training at Byrne Wallace. I have just sat four FE1 examinations and plan on sitting the remaining four in April 2017.

I have always had a huge interest in law, which is why I took a summer course with the University of London, School of Oriental and Asian Studies. However, I also have a great interest in the business part of my degree, and believe that corporate and commercial law are the perfect fit for me, as it would allow me to combine and apply the knowledge and skills I have gained from both parts of my degree.

I believe my work as an intern at Amoss Solicitors will be of use in a legal firm. My time there was my first experience working in a legal setting. I am eager to build on this to further develop my experience and exposure to a legal environment. The skills I acquired there, such as legal drafting and research skills, would be well suited to Byrne Wallace.

My work as a corporate tax intern at Deloitte, I believe, will also be of use in a business law environment. I was given the opportunity to work closely with a director of the department on specific client cases and US FATCA filings. Through this, I was allowed to sit in on meetings with clients and was asked to take minutes and prepared file notes. I feel this, along with working with managers and seniors at the same time, improved my communication skills and time management skills.

The Deloitte Innovation Challenge also allowed me an opportunity to improve on my public speaking and presentation skills, which I believe did improve vastly – the feedback I received on these skills was incredibly positive and my team also made it to the finals of the competition. My involvement in UCD Film Society and World Aid Society also allowed me to improve my communication and public speaking skills greatly.

I feel like training at Byrne Wallace has so much to offer me in terms of skills and experience, but I also have something to offer back. I have earned a 2:1 in my degree and have always strived to learn and gain more experiences to further increase and develop my skill set. My blog has allowed me to develop great writing skills and I have good public speaking skills. Finally, I believe that my experience with both business and law (academically and work-experience wise) make me an ideal candidate for an trainees position at Byrne Wallace.

Please find also attached my CV.

I look forward to hearing from you.

Yours sincerely,

Ms Manal Awan