Matthew Maguire

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ByrneWallace

88 Harcourt Street, St Kevins, Dublin 2 D02 DK18

Dear sir/madam,

I am writing with the intention of applying for your trainee recruitment scheme 2017. I am a graduate of UCD having achieved a 2:1 in Business and Law, graduating in the class of 2017. I intend to commence the Fe1’s in March 2018 completing them in October 2018. Although my degree is a double major, the majority of my focus and selections where possible revolved around law modules as since the first semester of first year it was clear that was where my strengths and interests lay.

I do not currently have any work experience within the legal profession. Since 2012 I have in The Martello Hotel where I performed a variety of tasks and functions from working in the kitchen to the accounts department. My primary role was working in the cash office and administration department where I held a number of responsibilities including managing previous day’s sales ensuring all tills and receipts balance. Further information relating to my responsibilities in the role may be found within my enclosed CV.

Having now graduated I am looking to take my first steps in commencing my career in the legal profession and consider ByrneWallace to be the perfect firm to be a part of. I believe the knowledge I have gained during four years of college combined with my five years’ work experience will make me a strong edition to the ByrneWallace team.

Yours Faithfully

Matthew Maguire