

67 Fitzwilliam Quay,
Ringsend,
Dublin 4.

Ms. Crona McLoughlin
Human Resources Manager,
ByrneWallace Law Firm,
88 Harcourt Street,
Dublin 2.

19 October 2018

Re: Traineeship Position

Dear Ms McLoughlin,

I am delighted to inform you of my application to the Traineeship Programme at ByrneWallace. Having worked in the Property Department of ByrneWallace for ten months, I hope to return to the firm to complete my legal training at my firm of choice. My academic achievements, transferable skills, and diverse work experience reflect my exceptional work ethic and desire to succeed.

I am currently in final year of my Law degree (LLB) at Trinity College Dublin, after having taken a year off books last year, during which time I worked as a Secretarial Support in ByrneWallace. I was keen to gain work experience in my area of interest prior to completion of my law degree so that I would be well placed to begin a traineeship programme upon passing the FE1 examinations.

During this time as a Secretarial Support I realised that the traineeship programme at ByrneWallace is the perfect fit for me due to its highly organised structure and the opportunity to get truly hands on experience during all rotations. I know that I work well in such an environment as it facilitates maximum productivity which allows me to produce high quality work within the time frame given. The size of the firm has been a key factor in my consideration of law firms in which to train. ByrneWallace is ideal because it is large enough to acquire experience in many areas yet small enough to be able to get to know everyone you meet on a daily basis, fostering learning and professional friendships. I have demonstrated a proactive attitude in seeking out practical experience to equip me with the skills set and experience to fully engage with the traineeship programme. The time management, organisational and planning skills I learned during my time in ByrneWallace are of great value to me and I hope to return to the firm to utilise these skills going forward.

Enclosed is a copy of my curriculum vitae, where you will find details of my education and achievements along with my contact details. I encourage you to consider my application favourably and look forward to hearing from you in due course.

Yours Sincerely,
Meghan Clarke.