Michael Purcell,

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28th October, 2020.

Dear Sir/Madam,

I am pleased to be applying to the Byrne Wallace Trainee Programme.

I am currently a 4th year Business and Law student in University College Dublin. I will graduate in 2021 and hope to maintain my current first-class honours grade. I believe that securing a place on this challenging and prestigious Trainee Programme would be the opportunity of a lifetime. As I prepare to leave college on the path of a career I am passionate about, I can only imagine the experience I could gain through working with some of Ireland’s most talented solicitors in Byrne Wallace. I feel exposure to this environment would be invaluable as an aspiring young solicitor.

As you will see from my CV I have very strong academic credentials. I have studied all compulsory FE1 modules and the knowledge that I have gained from the business element of my course will also be of great benefit to me.

I have a variety of previous work experience that would be applicable to this position, for example my work as a clerical officer with the Dept of Social Protection. During this time, I learned basic and advanced clerical skills and became familiar with dealing with the public. This position really helped me further develop my interpersonal skills.

I have a keen interest in pursuing a career in law and have thoroughly enjoyed my studies thus far. I feel that I am an ideal candidate for the position as I am dedicated, hard- working and trustworthy. I am a detail orientated worker and always complete tasks to the best of my ability. I am a very outgoing and friendly person and I interact well with others.

I am a competitive person, as you can see from my sporting achievements, and would really enjoy the challenge of working in a firm such as Byrne Wallace.

Yours faithfully,

Michael Purcell.