To whom it may concern,

I am writing to apply for the trainee position recently advertised by your firm. I graduated from University College Dublin in 2021 with a second-class honours BBL degree. As you will see from my C.V. I have very strong academic credentials and I am involved in a wide variety of sporting activities.

I am a standout candidate for this role because as I have ample previous experience working in the legal sector. During my undergraduate studies, I completed internships at some of Irelands leading law firms. During the summer of 2020 I completed an internship with Mason Hayes and Curran. I also worked as an intern at Dillon Eustace in 2021. I also successfully obtained a summer internship with Arthur Cox in the summer of 2020. Unfortunately, this internship was cancelled due to the Covid-19 pandemic. I also have one years’ experience working as a Legal Assistant at Blakes Cassels and Graydon a leading Canadian law firm. From working in these roles, I have experience in case work across various areas of law and have a solid understanding of legal proceedings. In particular I developed skills such as drafting legal documents, filing court documents, taking minutes at meetings, and proof-reading documents. All of these would be invaluable to me when working as a trainee at ByrneWallace. I also have Excellent communication skills both written and verbal. I have previously worked as a Clerical Officer with the Department for Social Protection. My specific responsibilities included answering phone calls and queries from customers, and working the reception desk.

I am confident that I would fit the ethos of ByrneWallace because I am an extremely outgoing and friendly person. I interact well with others. This is evident as I was awarded Junior Certificate student of the year in Thurles CBS. I am also comfortable taking initiative or being placed in a leadership capacity, for example, I was selected as captain of Tipperary underage hurling team. I have also proven I have the intellectual rigour required to excel in this role as I achieved a first in my degree through hard work, dedication and aptitude.

I have attached a copy of my CV and look forward to hearing from you soon.

Yours faithfully,

Michael Purcell.