“Sycamore Lodge”

8 Willowmount,

Booterstown,

Co. Dublin.

23rd October 2015

Dear Ms Fox,

I am a final year Business & Law student with a 2:1 GPA. I wish to apply for a training contract in Byrne Wallace for the year 2018 and should be obliged if you would consider my application. I intend on sitting my FE-1 examinations in the next academic year.

I would love the opportunity to train in Byrne Wallace. Not only is your firm renowned for its excellence across the board, I believe the training I would receive would be first-rate. As a Business and Law student I have a particular interest and aptitude for business, another reason why I would like train in Byrne Wallace is because of the distinguished departments which specialize in corporate and business law. As an intern in Eugene F. Collins I did a rotation in the corporate department which I thoroughly enjoyed, and felt suited my degree. During my 6 weeks in Eugene F. Collins I gained valuable office experience assisting Partners with research, CRO forms, preparing books for Council and attending court with Trainees.

I have maintained a part time job throughout college and during the summers in order to fund myself. From my various jobs I have been told I am extremely efficient, hardworking and organised, whilst being outgoing and friendly. I work well both as a team player and individually within high pressure environments. I can assure you that punctuality is important to me and I can be relied upon heavily. I believe I would be a valued asset to the firm if successful, because I am a quick and enthusiastic learner and have been merited for my attention to detail.

I would be grateful if you would consider my application.

Yours Sincerely,

Molly Beauchamp