Nadine Fitzpatrick

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October 16, 2020.

Ciara Loftus

HR Manager

ByrneWallace

88 Harcourt Street

Dublin 2

**Re: Trainee Solicitor Programme**

Dear Ciara,

I wish to apply for a position on ByrneWallace’s Trainee Solicitor Programme advertised on your website. I have included my CV detailing my work experience and education to date.

I have a strong background in customer service. Several retail roles have given me a commercial awareness that I believe is transferrable to a corporate law firm such as your own. I spent almost four years as a cashier in successful high-street fashion chain River Island. I am currently working part-time for WH Smith in Arnotts, one of Dublin’s most well-known department stores. I have balanced my job in Arnotts with my studies for over three years. I have job longevity and I intend to continue this pattern. I am committed to my employers and I seek to continuously improve my performance.

My degree has provided opportunities to study various business subjects as well as law, which has deepened my understanding of organisations. I also have experience as a cover receptionist, which provided me with exposure to various workplace cultures. This position also gave me practice at adapting to the different administrative needs of a particular client.

My leadership and organisation skills have been developed by my holding of senior positions in college societies. Front-facing posts have given me confidence and people skills in professional settings. I have built on my legal and administrative skills over several years in preparation for a traineeship. I feel ready and qualified to take on this exciting challenge.

I admire ByrneWallace’s commitment to CSR and pro bono work. The Solas Project sounds like an initiative I would enjoy being involved in. Your Well-Being Programme is also something I would be very happy to engage with. The rotation system used during the traineeship is attractive to me, as I am eager to gain exposure to various departments.

I would welcome the opportunity to join your award-winning team at ByrneWallace. It would be fantastic to be mentored by a team with such a diversity of expertise. I am confident I would be an asset to your team.

Should you find me suitable for interview, I would be delighted to share more in-depth details of my work history and academic credentials.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Nadine Fitzpatrick