

Dear Ms Murray,

I am pleased to submit herewith my curriculum vitae (CV) to apply for a traineeship with your firm, ByrneWallace. Your firm is well established as a leading corporate law firm and is seen by many as one of the most successful firms in Ireland, an opinion that is supported by the number of high-profile cases and awards that ByrneWallace has won to date. I am proud to say that I currently work as a Paralegal with your firm. During my time in ByrneWallace, I have received some of the highest quality training and development available in this country.

I offer a rich resumé, demonstrating an aptitude and experience in several fields of work. The roles together represent the kind of variety of experience that will stand me in good stead when facing the challenges of my traineeship and my later career. I have in every instance completed the work I undertook with industry and positivity, and I have consistently achieved good results, whether in undertaking tasks, or simply building good relationships with people. I believe that my colleagues in the banking department would vouch for my hard - working nature and my positive attitude. I think these traits tie in well with the culture and values of ByrneWallace and I feel I would continue to bring these qualities and more to the traineeship position if given the opportunity.

Thank you for taking the time to read my application and I look forward to hearing from you in due course.

Kind regards

Niall Shelley