Beth Onslow,

HR Administrator,

Byrne Wallace,

88 Harcourt Street,

Dublin 2.

 20/10/2016

Dear Ms. Onslow,

I wish to propose my candidacy for the Byrne Wallace Traineeship programme. As a recent Civil Law graduate from the National University of Ireland, Galway, I have recently commenced the FE1 examinations in October and hope to secure all eight examinations by March. I am confident my experience in the business and legal sectors establish me as a prime candidate for a traineeship with Byrne Wallace.

As an intern at both Community Law and Mediation, and Sheehan and Co, I became familiarised with the Keyhouse computer software and actively assisted in the preparation of legal briefs and research. At Glass Lewis, the analysis of publicly listed companies required a high degree of autonomy, strong French language skills, research, editing and IT skills. Furthermore, the position of an International Assistance Coordinator involved substantial client interaction, problem solving and communication skills. As a result, I am certain I possess the fundamental attributes and capabilities required to succeed as a trainee with Byrne Wallace.

The firms’ continued focus on the support and development of its employees and its excellent training programs which focus on professional and personal growth are what attracted me to apply for the Traineeship. Furthermore, the firms’ extensive Corporate and Social Responsibility policy, coupled with its excellent reputation and culture assured me that Byrne Wallace is the perfect fit for me. I would greatly appreciate the opportunity to develop my full potential under the tutelage of the firms' well respected solicitors and to actively contribute to all aspects of the firms work whilst developing my legal career.

Without question, my enthusiasm, adaptability and willingness to learn make me an ideal fit for Byrne Wallace. Should you wish to contact me to discuss my application, or to arrange an interview, I am contactable via telephone on 0877193873, or via email to niamhfahey@outlook.com.

My utmost thanks for your time and consideration.

Yours Sincerely,

Niamh Fahey