Niamh McCormack
163 Woodview
Celbridge
Co. Kildare

20th October 2016

Dear Sir or Madam,

I am writing in application for the Trainee Programme and enclose a copy of my Curriculum Vitae for your consideration.

You will see that I am in my fourth year of studying Law (BCL) at University College Dublin, with a current GPA of 3.42 (2.1 Honours equivalent). I possess strong communication, interpersonal and organisational skills honed by my employment experience and extracurricular involvement. I wish to apply in a practical setting the skills that I have acquired through previous roles. Examples of my skills in context are provided below:

* Co-founding the UCD Feminist Book Club which is in its second year of facilitating discussion on campus and my position as Presenter and Producer of ‘Pink Void’ radio show demonstrate my sense of initiative and the leadership roles I have taken within the UCD community.
* Representing the Law (BCL) class of 2017 on the UCD Sutherland School of Law Staff Student Consultative Forum demonstrates my sense of initiative and commitment to my legal education.
* My participation in both national and international debating competitions has developed an ability to communicate effectively.
* Working as a Residential Assistant, Entertainments Officer for the UCD Law Society, waitress and a Peer Mentor at school has further advanced my ability to communicate with people, and has given me experience of working as part of a team.
* My experience in positions of responsibility requires me to organise, attend and plan meetings and events. The fact that this is concurrent with work for my degree displays an ability to manage both my time and multiple projects at once.

Combined with my interest in legal affairs and my commercial awareness, I believe these are attributes which make me an ideal candidate for a traineeship with Byrne Wallace. Your consistent commitment to excellence, client service and an entrepreneurial ethos could only be enhanced by an individual with my characteristics.

I look forward to hearing from you and I am available for interview at your convenience.

Yours faithfully,

Niamh McCormack