5 Maple Grove,

Navan,

Meath

ByrneWallace,

88 Harcourt Street,

St. Kevin’s,

Dublin 4

27/10/2020

Dear Human Resources,

As a recent graduate and aspiring legal professional, I am excited for the opportunity to leverage my skills in the Traineeship opportunity at ByrneWallace. I am applying for this position because ByrneWallace focuses entirely on benefitting their clients as best they can. As someone who sees legal work as an opportunity to help others, I believe I will be well placed at the firm.

I am confident that my ability to produce excellent outputs in fast paced environments, will serve me well in this role. My experience includes drafting physical and online PIAB applications, conducting legal research, coordinating meetings, case file management and drafting correspondences. Furthermore, I have had continued success analyzing data and identifying insights for process improvement and errors.

At Maynooth University, where I achieved a course grade of 1st class, I have developed a thorough base of knowledge in civil law. I established several key skills that will enable me to thrive in this role. I was able to refine my critical thinking and analytical skills, and have learned how to effectively meet deadlines, and collaborate with a diverse group of individuals to complete projects and tasks. I pride myself on accepting challenges and quickly adapting to new situations. I have a strong understanding of emerging technologies, and I am quickly able to identify discrepancies and opportunities.

I believe that my experience will make me an excellent candidate for this role. Please feel free to reach out should you have any questions. I would love the opportunity to further discuss my skills and experience for the Legal Trainee role, and how they can benefit ByrneWallace.

Best regards,

Olusola Olaniyan