12a Pembroke Park,

Donnybrook,

Dublin 4.

20th October, 2016

ByrneWallace,

87-88 Harcourt Street,

Dublin 2.

Dear Sir/Madam,

I wish to apply for a traineeship with your firm and have attached my up to date curriculum vitae for your information.

There are a number of reasons why I would like to secure a traineeship with ByrneWallace as I complete my final year studying Business and Law at UCD. Firstly, as one of Ireland’s largest law firms it is both nationally and internationally recognised for its professionalism, enthusiastic attitude and practical approach in assisting clients to find solutions to challenges and to avail of opportunities across an enviable client base. ByrneWallace is not only the first large Irish Law firm certified for ISO 27001 by Certification Europe in Ireland but also offers a full range of legal services from Banking and Finance, Construction, Employment, Intellectual Property and Mergers and Acquisitions amongst many others which makes your firm particularly attractive to me. Intellectual Property is an area I have a particularly interest in and indeed studied while on Erasmus in Universita Commerciale Luigi Bocconi, Milan. I was awarded a certificate from the Harvard School of Law, entitled Copyright X.

Secondly, it is a great opportunity to work with solicitors who are recognised leaders in commercial law, as well as expanding my knowledge about the day to day running of a large commercial firm. A traineeship with your firm is an ideal environment in which to develop my teamwork skills, an aspect which your trainees are very complimentary. ByrneWallace is renowned for its investment in its people with a track record for rewarding its people for hard work. At the UCD Law Fair Sandra Masterson Power informed me of the family oriented and flat level culture within the firm whereby everyone works together which I find very appealing. Sandra also told me about the commercial awareness in ByrneWallace with entrepreneurs frequently invited to give talks to staff such as Sean Gallagher. As my degree encompasses both business and law, I have a keen interest in business making me an ideal candidate. Many ByrneWallace trainees speak very highly of their experience in a friendly learning focussed environment. Indeed, the firm’s partnership in the Solas Project is also impressive.

Finally, I am ambitious, hardworking and eager to learn and believe to be the best you must learn from the best. My ultimate ambition is to be a partner in ByrneWallace. I have excellent interpersonal skills, possess an enthusiastic willingness to learn and have a keen awareness of the importance of teamwork as evidenced in my work experience at home and abroad. I am extremely interested in working at the highest level of the legal profession and I know to be the best you must learn from the best.

I would very much welcome the opportunity to interview and look forward to hearing from you.

Yours sincerely,

Rachel Kelly