12a Pembroke Park,

 Donnybrook,

 Dublin 4.

 20 October 2017

Ms. C. McLoughlin,

HR Manager,

ByrneWallace,

88 Harcourt Street,

Dublin 2.

Dear Ms. McLoughlin,

I wish to apply for the position of Trainee as advertised on your website. I obtained a bachelor’s degree in Business and Law in UCD achieving a high 2.1 in 2017.

I am applying for the Trainee Programme because I plan to pursue a career which incorporates business and law, both of which I am passionate about. I have a keen interest in the areas of banking and tax. As ByrneWallace is one of the most experienced Banking and Finance practices in Ireland and operates primarily as a front end service in matters relating to tax, your firm appeals to me. Furthermore, I believe working in a firm focused on continuous professional development would offer me a really challenging and interesting career.

I am an excellent candidate for the Trainee Programme due to my strong academic achievements, my relevant work and teamwork experiences, as well as my personal attributes. I already have vast and varied work experience in law firms having interned in Kelly, Kennedy & Co., Dechert and Eversheds Sutherland as well as completing work experience in Arthur Cox. I am familiar with the fast paced nature of a commercial law firm and understand the high level of commitment required. Furthermore, my part-time jobs working as a front desk receptionist have enhanced my communication, interpersonal, and problem solving skills through building relationships with customers and dealing with complaints daily.

My involvement with team sports, together with my work experience on staff teams and participation in team based projects in university have enabled me to develop a keen understanding of the importance of teamwork. The team based dynamic within ByrneWallace is a major factor drawing me towards your firm. The open door policy in your practice puts me at ease and gives a real sense of teamwork.

It would be a privilege to be offered a traineeship in ByrneWallace, an award winning, progressive and internationally recognised Irish law firm. I am committed to achieving the highest standard of work throughout the traineeship and thereby contributing to the excellent reputation of ByrneWallace.

Yours sincerely,

Rachel Kelly