

Rachel Lynch,
Drumconora, Barefield
Ennis, Co. Clare.
08/10/2023

Byrne Wallace LLP,
88 Harcourt Street,
Dublin 2,
Co. Dublin,
Ireland.

Re: Trainee Programme

Dear Sir/Madam,

I am writing to apply for the Trainee programme operated by ByrneWallace LLP. I am in my final year of the Bachelor of Law and Business (BLB) programme at University of Galway (formerly NUIG).

I believe I am a suitable candidate for this position as I am an effective communicator and have a strong work ethic. I understand the importance of contributing to and working as part of a team. This position would benefit the development of my legal skills and I am enthusiastic to learn more about the use of law in the business environment. I was interested to learn that you are a firm who embraces technology. I am familiar with Microsoft Outlook, Word, PowerPoint and Excel and am a holder of the ECDL in eight different modules.

I would like to express my gratitude for the opportunity to apply for a position at ByrneWallace LLP. I attach my CV for your consideration. Thank you for taking the time to read my application and I hope to be considered as a prospective candidate.

Yours faithfully,

Rachel Lynch.