Rebecca Tarrant

4 Ardilea Wood,

Clonkseagh,

Dublin 14

Crona McLoughlin

HR Manager

Byrne Wallace

88 Harcourt Street,

Dublin 2

21st October 2016

Application for graduate trainee position

Dear Ms McLoughlin,

I recently attended your Trainee Evening and was impressed by the success of Byrne Wallace in developing its small firm feel. I would like to reintroduce myself to you, as I believe I have the necessary skills, qualifications and experience necessary to make a significant contribution to your firm.

I am a graduate of UCD and hold an International Bachelor’s Degree in International Languages, majoring in Spanish and Italian as well as a specialisation in European Studies. As part of my undergraduate degree, I took part in an Erasmus year in Spain and I recently sat my first round of the FE-1 examinations, for which I am waiting on results.

I believe that my academic qualifications, along with my exposure to a fast paced, dynamic, small firm which I received through working in O’Grady’s Solicitors, as well as my ability to work as part of a team demonstrated by my time in Bershka, and independently by my Erasmus, have provided me with the skills and experience necessary to succeed in a firm such as Byrne Wallace.

I hope that I would have the opportunity to meet with you to discuss further why I would be a good fit for the trainee programme at Byrne Wallace.

Yours sincerely,

Rebecca Tarrant