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Ciara Loftus
Head of Human Resources
Byrne Wallace LLP
88 Harcourt Street
Dublin 2

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Dear Ciara Loftus,

I am writing to you to apply for a position in your Traineeship Programme of 2024. I have successfully completed all FE-1 Examinations while gaining practical experience in the legal field and am now eager to apply and expand my knowledge in a firm that can offer the best start possible to a long and successful career in law.

ByrneWallace LLP is a firm which has stood out for me, not only for your reputation underscored by your numerous awards and accolades in innovation and client service but also for your wide variety of specialised practice areas and expertise. I am applying to you because I believe I am a strong candidate to join your team and a great fit for ByrneWallace's collaborative and innovative working culture.

I have already undertaken practical professional experience in Children and Family Law with the Legal Aid Board. During my time with the Board my responsibilities stretched beyond the boundaries of Clerical Officer enabling me to gain a greater understanding of the role of Solicitor and the litigation process in practice while developing my drafting, prioritisation and communication skills. My current position as a legal projects administrator with MHC has allowed me to get a flavour of the corporate side of law and enhance my administrative, management and IT skills.

Tied with my previous experience in the hospitality sector I have developed a professional client-orientated work ethic and now seek to transfer and progress my skills. I believe that ByrnWallace's high calibre traineeship programme, coupled with my passion for law, can empower me to achieve the highest quality of work possible in beginning my career.

I await your reply and hope we may continue in interview.

Yours sincerely,

Rebecca Kilpatrick