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16 October 2016

HR Administrator

88 Harcourt Street,

 Dublin 2,

D02 DK18,

 Ireland

To Ms. Beth Onslow,

 **Trainee Application**

I would like to apply for a position to participate in the traineeship programme at BryneWallace. I am a final year student from University College Dublin, and expect to complete my degree in Business and Law, in May of 2017 with a 2:1 Honours Degree, and I currently hold on average, a 3.53 G.PA.

I have chosen to apply for the BryneWallace traineeship programme because it is a professional environment that encourages it the firm allows its’ trainees to learn through guidance and teamwork. BryneWallace, The firm offers and delivers a diverse amount of services, with integrity and excellence.

Communication skills are key, when it comes to working in teams, which is an integral part of the working environment at BryneWallace. I have developed these skills through various activities. I have delivered multiple presentations, discussed and come to agreement on certain decisions where I have had to make key points or listen to others. I further developed communications and organisational skills, while I was an active member on the Commerce and Economics society making sure that rotas and time slots did not clash when it came to selling tickets and such.

As a member of the Quinn School of Business Student-Staff Quorum for the past year, I was involved in negotiating and settling on certain issues. Discussing how to increase class attendance and determining why average performance was so low on certain modules. We were asked how, from our experience as students, we think such problems could be solved. From this, I developed problem-solving skills and was able to hone in on certain issues and find solutions to them.

My degree has allowed me to develop interests in different areas of law, and learn about them form a business perspective. Some of my complementary subjects include Company Law, along side study Inside Organisations as one of my business modules. Although I have not done a law module in Data Protection, this area of the law wash cover in one of my business modules, Data Analysis.

I interned at Aluko and Oyebode, one of the top commercial and litigation law firms in Nigeria. The position allowed me to gain first hand experience working in a professional environment. I also learnt the importance of punctuality and the importance of the relationship between the lawyers and the clients. The mentor-protégé relationship between the people working there inspired me and your company seems to have a similar working environment.

I would like an opportunity to work at BryneWallace, and I hope to hear from you soon.

Yours Sincerely,

Roli Meggison