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Ciara Loftus

HR Manager,

Byrne Wallace,

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14/10/2020

**Trainee Programme Application**

Dear Ciara,

I wish to apply for a position on the trainee programme, as advertised on the ByrneWallace website.

I am an LLB of Laws and MA graduate. I have also completed two Fe1 exams at this point.

First, the main reason why I am applying to ByrneWallace is the reputation the firm have for its’ trainee programme. Having read the experiences of current trainees in the firm it is clear trainees are afforded the opportunity to learn across a wide spectrum of legal areas, in an open and collegiate environment. This is hugely important in developing into a well-rounded commercial solicitor. The awards and merits that the firm has accrued in the past number of years is testament to this. It would be wonderful to learn from, and work with, people in the firm who have helped create such a successful culture.

Second, I am applying to ByrneWallace as I feel I have the necessary qualities to be a success with the firm. I am enthusiastic, with a huge amount of drive and ambition and have a vast amount of experience in team environments.

I have endeavoured to improve in every aspect of my personal and professional life. I have taken part in a professional development and leadership programme run by the Inner Winner Institute. This programme has given me the tools necessary to deal with difficult scenarios and people of varying character. I believe these learnings would be very beneficial to a firm such as ByrneWallace.

I relish a challenge, having played inter county Gaelic football for many years. I have also taken part in eye-opening and successful charitable ventures. I believe the qualities garnered through my extra-curricular activities and life experience would make me an asset to ByrneWallace as I progress in my career as a solicitor.

I am a very reliable, empathetic and trustworthy person who is very adaptable to any work situation. I would welcome the opportunity to meet with you and discuss my CV in more detail.

Yours faithfully,

Ronan Kennedy