Sarah Burns,

101 Moyville,

Rathfarnham,

Dublin 16

Ms Beth Onslow,

HR Administrator,

ByrneWallace,

88 Harcourt Street,

Dublin 2,

Ireland

Dear Ms Onslow,

I am writing to express my interest in applying for the ByrneWallace Trainee Solicitor Programme. ByrneWallace is one of the most well-respected and leading law firms in Ireland and I would love to have the opportunity to become a member of the team under the Trainee Solicitor Programme. ByrneWallace has a reputation of providing excellent training and development. This ensures that the trainees taken onto the programme develop the professional skills necessary to become the best legal professionals they can be. The open door policy and atmosphere of approachability as described on your website is something that I feel sets ByrneWallace apart from other firms. This inclusive workplace environment is hugely appealing to me as it provides one with the opportunity to constantly learn from those around. The Trainee Solicitor Programme would provide me with the opportunity to get involved in work of the highest calibre in a number of different practice groups. This is a fantastic opportunity and one which I feel I would grow and develop in.

I am confident that I have the skills necessary for the trainee development programme. I am hard-working, motivated and strive to reach the highest standard in everything that I do. I work well as a member of a team and this is a key skill when working in a diverse and fast-paced environment. I feel that I can make a valuable contribution to the team at ByrneWallace.

I hope that you will consider me for the position and I look forward to hearing from you in the future.

Yours Sincerely,

Sarah Burns