Dear Recruitment Team

My name is Sarah Nguyen. I am a law graduate from DCU and I am currently working as mortgage administrator at Bank of Ireland. I would like to express my suitability for the position.

Through my various roles, I have honed my attention to detail, which is a key skill required in the trainee role at Byrne Wallace . As a data analyst at KPMG, I regularly update and manage large amounts of customer data on a daily basis, which has trained me to be meticulous in my work. This skill is transferable to the legal industry where working with voluminous legal documentation requires an eye for detail to identify any potential issues.

While at KPMG, my new approach to work was acknowledged and appreciated by my manager to the extent that it became the model for the subsequent trainee team. This recognition demonstrates my capacity for innovation in my professional endeavour.

In addition, my management skills, acquired through my work experience, would allow me to work on multiple cases simultaneously while prioritizing and meeting deadlines. Given the emphasis on both professionalism and collaboration at Byrne Wallace, I am confident that I can adapt well to the new work environment and build strong relationships with colleagues, as I have done in my current and previous roles.

Furthermore, my resilience and innovative thinking would make me a standout candidate for the position. Despite undergoing surgery during my final year of college, I remained committed to my studies and worked hard to catch up on missed material. As a result, I was able to rank 9th within my college year.

Thank you for considering my application.

I look forward to the opportunity to discuss my qualifications further.

Kind regards,

Sarah Nguyen