Ms. Sarah Brennan

 16 Seabury Parade Malahide Co. Dublin

 Ireland

Ciara Loftus

HR Manager

Byrne Wallace

88 Harcourt Street

Dublin 2

17h October 2020

**Re: Traineeship Programme in Byrne Wallace**

Dear Ms. Loftus

By way of introduction, my name is Sarah Brennan and I am a recent law graduate from Griffith College. I have successfully completed 4 FE1 subjects and I am intending on having the rest finished by March 2021. I’m writing to you to express my interest in completing my training contract in Byrne Wallace.

With the current global crisis I am aware that there is an added difficulty of finding a suitable training contract in an area that is already very competitive. I understand that firms might be reluctant to take on new trainees within this climate. With this in mind I would be willing to work as an intern or in any other suitable role in order to prove myself firstly that I am an extremely hard worker but secondly and most importantly, I believe, that I would be a great addition to your firm.

As my CV outlines, I have vast experience dealing with the public and working in a team environment. I have experience working in a legal environment originally as an intern and in my current position as a law clerk. I am capable of working independently but will consult with my peers if and when required. I am comfortable taking ownership of difficult tasks and ensuring the best possible outcome in every situation. In both my work and education, I have been commended for my diligence and exceptional work ethic.

My involvement with the Irish Innocence Project has provided me with invaluable knowledge and experience. Also the experience I have gained working as a law clerk has allowed me to form a great working relationship with the individuals working in the Four Courts. This has on many occasions been an aid to me when difficult situations arise. I believe the knowledge I have gained both in my education and legal career makes me suitable for your firm.

Byrne Wallace appeals to me because I have a keen interest in litigation and dispute resolution and many of the other areas you practice in your firm. I would love to be given the opportunity to work as a trainee in your law firm.

I am available for interview immediately.

Thank you for taking the time to review my application. I look forward to hearing from you.

Your sincerely,

Sarah Brennan