Ms. Beth Onslow Sean Smith

HR Generalist 85 Cherryfield Lawn

ByrneWallace Hartstown

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October 18th 2018

Dear Ms. Onslow,

I am writing to you to apply for a place on the Trainee Solicitor Programme at ByrneWallace. I am a final year law student studying at Dublin Institute of Technology and expect to complete my L.L.B (honours) Degree in May 2019.

ByrneWallace first came to my attention on Tuesday 16th October 2018 when I attended the trainee open evening. I would like to thank everyone at ByrneWallace for hosting such an amazing event. At this event I spoke with many of your colleagues such as Fergal Brennan, Sinead Kearney, Donal Roche, Philip O’Leary and many more. From talking to all of your colleagues it became clear to me that this is an environment I would love to work in. Everyone I came into contact with was always so friendly and welcoming and it made me feel like I was already part of the team at ByrneWallace. Besides such an amazing work environment I found the Trainee Solicitor Programme itself to be very attractive. In particular I found the Learning Development Programme to be very exciting as I feel this would be a great opportunity to learn and develop my skills. The Rotation and Partner Supervision is also another area in the Trainee Solicitor Programme that is very attractive because it gives you the chance to explore a wide spectrum of law rather than being confined to a specific area and also having the chance to engage in real client cases sounds amazing. Finally the last thing that made the Trainee Solicitor Programme at ByrneWallace stand out to me was the opportunity to reach my full potential and develop myself professionally and personally.

I believe that I would be an excellent candidate for ByrneWallace. I have exceptional organisational skills and also excellent communication and interpersonal skills developed through my role as a Customer Assistant in Tesco Ireland and also through my membership and commitment of various football clubs such as St Patricks Athletics F.C. and Shamrock Rovers F.C. From working as a customer assistant and studying law at Dublin Institute of Technology I believe my analytical skills have developed significantly. I also have excellent technical skills and I also have the ability to work very hard. I would like to highlight that although my leaving certificate points weren’t the best and I didn’t get my course the first time around, I then did a QQI Level 5 in Legal Studies where I worked very hard and placed top of my class with nine distinctions.

I would really appreciate an opportunity to meet in person to discuss the possibility of joining your team and in that context I look forward to hearing from you. I have attached a copy of my CV for your consideration.

Yours sincerely,

Sean Smith