Shakira Byrne LLB (Hons)

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Dear Sir/Madam,

I’m writing to you to express my interest in applying for a trainee vacancy within your firm if you have an opening. I am confident that my academic achievements and success in my career to date make me a strong candidate and I would really appreciate an opportunity to interview with a firm as reputable as yours regarding a trainee contract.

Throughout my career to date in British Telecom, which spans over 15 years, I developed a strong interest in law and from 2003 commenced 3rd level education to learn more about Irish Law. I completed this whilst maintaining full time employment in a very demanding and fast faced environment. I continually challenged myself both professionally and academically and I’ve successfully accomplished, in my own personal time through self-funding, a LLB Honours Degree in Irish Law and all the Final Examination- First Part (FE-1). I also sought training experience with British Telecom’s Chief Counsel in Ireland who I’ve worked with during my career and had the opportunity to attend the legal team meetings to gain additional commercial exposure.

I have gained a vast amount of invaluable skills and experiences in the Telecommunications and IT solutions sector which I can apply in any industry and believe they will be beneficial in my training contract. I have developed excellent communication skills, both verbal and written, strong problem solving and organisational skills. I’m motivated, flexible and adaptable to change and take pride in any piece of work I undertake. Due to the nature of my employment, I interact with a multitude of clients in various sectors and as result now possess excellent interpersonal skills which has helped in forming, building, maintaining and retaining client relationships at various levels of management. I’ve a proven track record, work well under pressure and I love a challenge.

Please find enclosed a copy of my curriculum vitae that outlines my employment history, qualification and achievements to date. Please contact me directly by phone on 0867957989 or by email [sbyrne1979@gmail.com](mailto:sbyrne1979@gmail.com).

I look forward to hearing from you.

Kind Regards

Shakira Byrne