Ardnagannagh,

Crossroads,

Killygordon,

Co. Donegal.

20/10/15

Dear Sir/Madam,

I wish to apply for the position of Trainee solicitor. Please find attached my C.V. for your consideration.

As stated on my curriculum vitae I have recently finished a Bachelor of Civil Law at the National University of Ireland, Galway.

My ambition to be the best and perform at the highest level is something which I feel would suit Byrne Wallace Solicitors. I would be a great candidate for the Trainee position as I am hard working, punctual and able to work well on my own or as part of a team. I have developed these skills and determination through my participation in sport. I play both Hurling and Gaelic football for my club and also play for the u21 and Senior Donegal Hurling teams. I am often the captain of the teams I play for as I have always shown the ability to lead others effectively, communicate my point clearly, work hard and motivate others to achieve the best they can. Most recently I was captain of the u21 Donegal Hurling Team and my u21 Gaelic football team.

This opportunity would be perfect for me as I am very interested in working as a solicitor when I finish my degree and a Traineeship would help me to achieve that goal. I want to work with and learn from the best legal professionals and being a part of Byrne Wallace Solicitors would afford me that opportunity. I have previously worked in an office environment dealing with clients and the issues they may have; therefore I have the skills to ensure that the clients of Byrne Wallace feel valued and at ease.

 My academic record to date would also indicate that I would be well suited for this position as I consistently work hard to achieve quite high results. I have always performed well in exams as you can see from my Leaving Certificate through to my third year University results. As well as my academic results I have participated in the clinical placement programme at NUI Galway which ensured I got 100 hours of experience working within a legal environment in Berwick Solicitors, Galway.

Thank you for taking the time to consider my application. Please do not hesitate to contact me if you require any further information. My mobile phone number is: 0867399345 and my e-mail address is: shaneg94@gmail.com.

Yours faithfully,

Shane Gallen.