Monday 17th October, 2016.

Dear hiring manager

I am applying for the position of trainee solicitor with Byrne Wallace.

I would like to be a Byrne Wallace trainee because I would like to pursue a career as a corporate solicitor and I believe that the Byrne Wallace traineeship offers, with elements such as seminars on legal topics and partner supervision, would give me a well-rounded and top class legal education.

I would like to obtain a traineeship with Byrne Wallace above other large Irish firms, because I believe that I fit in with the ideals of the firm. I have been a competitive swimmer for over eight years, and represented Ireland at international level on many occasions. I believe that through swimming, I have learnt skills such as integrity and a good work ethic which make me an ideal candidate for this firm. Through my career I have developed a desire for perfection in my work, and I believe that I align completely with the value of rigorous and high practice standards that Byrne Wallace embodies.

As a member of UCD Swim Team, I have developed great communication and team skills. I enjoy working as part of a team, and believe that working in a supportive team environment will yield better results, and I think that this is an important value that Byrne Wallace has, because better team work ultimately leads to better results for the clients.

I am outgoing and friendly, and as female captain of the UCD Elite squad, I have developed good communication skills. Working in Barron Morris has allowed me to deal directly with clients, and my experience as a receptionist in many corporate businesses and as a legal intern, has taught me that I am suited to the highly intense environment that is a corporate law firm, and I believe that in Byrne Wallace I would be surrounded by other ambitious and dedicated people, which would allow me to be challenged and to excel and contribute to the firm.

I also have a huge interest in technology and development, and I think that Byrne Wallace’s emphasis on the importance of innovation is crucial, as it means that it is a firm that is not afraid to try new things in order to create a better work force of solicitors, and to give the clients better results.

Thank you,

Shani Stallard