Shauna Burke

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Dear Crona McLoughlin,

I am now a final year Business and Law student at University College Dublin and am applying for the traineeship position available at ByrneWallace after my internship with your firm over the summer. I expect to graduate in 2018 with a bachelor degree in Business and Law and currently have good grades with a second class honours (2.1).

I would like to obtain a traineeship at ByrneWallace because it has a prestigious reputation which is demonstrated through its credentials and numerous awards. Two awards which I am particularly impressed with are the Lexcel Quality Mark and the certificate for ISO 27001. These are excellent accomplishments and I would really like to work in a firm that is constantly striving to better itself to win new awards. I was actually present in the firm during the onsite assessment by the external auditor and was fascinated by how well the firm has adapted this new technology. I also resonate with the firm’s values as I try to engage every task and project I do with the utmost integrity, high performance, innovation and most importantly, patience. I am very interested in many areas of law that ByrneWallace specialise in, especially Health Services, the department in which I did my internship. I thoroughly enjoyed my time at ByrneWallace and feel I fit into the culture of the firm so well. I got along extremely well with everyone on the Health Services team, and worked closely with many of the partners, solicitors and trainees.

I think I would fit into the culture of ByrneWallace because I am passionate about law and my study of Business and Law has given me a real insight into business transactions. I am fascinated by the commercial world and while in Sixth Year I was awarded Business Student of the Year. I possess many qualities and skills which I believe make me an exceptional candidate for the traineeship. Past employment and life experiences have armed me with important skills such as teamwork and leadership. I have cooperated and worked with people as part of a group on numerous occasions, ranging from peers in college projects to senior managers and Head office in Lifestyle Sports. I am a Supervisor in Lifestyle Sports so I have gained extensive communication and management skills there. I am certainly a team player, but I am equally able to take the lead and I am not afraid to use my initiative. Working in Chicago also shows my adaptable nature and my ability to work somewhere completely outside of my comfort zone. I am reliable and have been trusted to take on great levels of responsibility. I was a Prefect during my last year of school and was promoted after two months of working in Lifestyle Sports to Sales Team Leader. I am fully immersed in my course and believe I have adequate knowledge of the law and the determination to take on this position.

I appreciate the time you have taken to review my application for the traineeship and hope to hear a favourable reply from you in the forthcoming weeks.

Yours Sincerely,

Shauna Burke