Shauna Robinson
25 Marsham Court
Kilmacud Road Upper
Stillorgan
Co. Dublin.

22nd October 2015.

Ms. Sinead Fox
HR Administrator
ByrneWallace
88 Harcourt Street
Dublin 2

Dear Ms. Fox & Others,

I am currently in my final year of studies in Business and Law in University College Dublin and I am writing to apply for a position on the traineeship programme within ByrneWallace as advertised on your website.

Since 2010 I have excelled in working in a pressurised environment and have demonstrated how to handle responsibility from an early age. As you will see from my CV, my first part time job was working in the Credit Union in Cavan as a clerical administrator managing banking transactions. I was 16 years of age, and the youngest staff member to be employed in such a position. Even at this young age I demonstrated my ability to handle a high workload, and balance work life with education. After the economic downturn, staff numbers were reduced and my employment contract was terminated. However, it was at this stage that I became more aware of banking and financial regulation and knew that my career was going to take shape around this aspect in the legal profession. I would ideally love to be involved in the company’s Banking and Financial Service Teams, especially providing legal assistance arsing as a consequence of NAMA in Ireland, as well as acquiring hands-on experience in asset finance and refinancing.

ByrneWallace is renowned for attracting and retaining the best and brightest legal talent, and I believe I possess that talent the firm is searching for. I have the ability to perform exceptionally well in the legal environment. I am independent, passionate, have commercial awareness and common sense. I endeavour to work remarkably hard, should I get the opportunity to work at such a firm.

I look forward to hearing from you. I can be contacted at any time by email at shauna.robinson.1@ucdconnect.ie or by phone at (086) 1798 424.

Yours sincerely,

Shauna Robinson.