**Bryne Wallace Cover Letter**

88 Harcourt St,

Saint Kevin's,

Dublin,

D02 DK18

**Dear Sir/Madam**

The following cover letter is in response to the position of a trainee solicitor with your law firm and this will illustrate why I would be a good fit for this role. To begin, I am a final year Law student at DCU who has an average of 2:1.

During the Summer of 2018, I underwent work experience in the administrative area of a Language School in Dublin where I had many tasks. One of these was liaising with clients in order to ensure they were Garda Vetted to host International students. This was often very tricky as I had to be very precise in using all the strict legal formalities that went with the vetting procedure. I also gained some very useful excel skills as well as interpersonal and communication traits which came with liasing with clients. I also realised the important of CRM and quickly adjusted to the process, so I could meet any tasks that were given to me and have them completed by the deadline given. I learned to prioritise my work and to always provide the best service.

I am also involved in extra- curricular activities at my University with one of them being on the Reverse Mentoring Programme. This is a Pilot Programme which paired me up with the Head of Nursing at DCU (Liam MacGabhann). I am required to organise at least 1 meeting every month with a different theme that will allow both sides to gain valuable insights into how students use technology to benefit their studies. One of the themes discussed was ‘How to increase student productivity both inside and outside the classroom’. I presented apps such as Forest and I also questioned the use of laptops inside the classroom as a hinderance. Another theme discussed was ‘How Artificial Intelligence will impact education in the future’?. This sort of work allows me to show great initiative and explore many different topics that I wouldn’t necessarily do in my law degree. It opens up many other subject areas and as a result I am always learning even outside the law.

Hayes Solicitors is a firm which prides itself in delivering the best service possible to their clients but what excites me about this firm is the diverse range of legal specialities your firm allows and for these simple reasons I would enjoy the opportunity to work with you.

Thank you for your time in considering my application,

Sincerely,

Sheharyar