Silvanus Tanifon

4 Mullach Mor

Meath

19th October 2017

Byrne Wallace Solicitors,

88 Harcourt Street,

Dublin 2

Dear Sir/Madam

I am very interested in applying for the graduate Trainee Solicitor Programme advertised on your website.  I am currently completing my Law degree at Dublin Institute of Technology where I am on course to achieving a first class degree.

My interest in your law firm is due to the diversity of expertise you have. I am also interested in your firm because you provide your trainees with continuous support and guidance to enable them reach their true potential. One of the aspects that attracts me most is the hands-on nature of the training and the possibility of being supervised by one of your partners.

I note from your website that you are looking for highly talented and motivated individuals to help deliver the excellent service you have consistently provided to your clients over the past forty years. As you can see from my CV, I have gained valuable work experience as a company promoter, secretary and director while working for Afro Euro Film Foundation Ltd. While exercising these functions I learned how to register a company, file annual returns, prepare compliance statements, chair meetings, and engage with members of the migrant community in Ireland. In addition to my various roles at Afro Euro Film Foundation Ltd, I also worked as a computer helpdesk engineer for Hewlett Packard. This role required listening to customers over the phone and figuring out the best solution to their computer problems. It also entailed strict adherence to the company’s Service Level Agreements and turnaround time.

Aside these paid positions, I have also done pro bono work drafting employment grievance letters and assisting certain members of the African community to apply for residency rights under EU Directive 2004/38.

I understand being a trainee in a large firm is a huge commitment. I can assure you that I am fully committed and willing to start my journey as a solicitor. Upon completion of the programme, I would envisage myself as a long-term and valued member of your staff.

I would be pleased to attend for interview at any convenient time and look forward to hearing from you.

Yours faithfully,

Silvanus Tanifon