42 The Rise

 Woodpark

 Ballinteer

 Dublin 16

 21st October 2015

ByrneWallace

88 Harcourt Street

Dublin 2

Dear Sirs,

As per your advertisement on your website, I have uploaded my application form and CV to be considered for the Trainee Solicitor Programme in your firm.

I am a self-starter, always eager to learn and try new things. I have completed, with distinction, a Post Graduate in Law in D.I.T Aungier Street. I have experience working in two busy Dublin based law firms carrying out secretarial roles. I feel very confident that I could contribute substantively to the work of your office while strengthening the skills I will need for a career in Law.

My roles in the past required a high degree of professionalism, maturity, loyalty, confidentiality and the ability to communicate effectively at all levels. I pride myself on my ability to deal with pressure and multi-task with a positive and flexible attitude.

I am confident that I posses all the qualities necessary to provide a high standard of service and professionalism to your clients, and given the opportunity to become part of your highly regarded team, I feel that I would be an asset to your firm.

Thank you for taking the time to consider my application and I look forward to hearing from you soon.

Yours sincerely

Siobhan Matthews