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23 October 2015

TO WHOM IT MAY CONCERN

I am interested in working as a Trainee - Solicitor with Byrne Wallace and attached is a copy of my CV.

I am pursuing my Masters in International and European Business Laws (LLM) and am researching in the field of Cloud Computing for my dissertation. I have worked as a Legal Advisor in a full-service commercial law firm in India. As a delivery head for key multi-national client accounts, I worked towards seamless delivery of contracts by managing a team of five associates. My profile was interesting and involved drafting and review of Service Agreements, Employment Agreements, Share-based employment benefit Plans, Due Diligence and Board and Shareholder resolutions across United States and India.

In addition to this stint, I worked as an Assistant Trainer in a training and development firm where I conducted management training sessions. This exposure fine tuned my interpersonal and leadership skills.

Byrne Wallace being a reputed law firm, I am excited to leverage my work experience while gaining an expertise in the legal field. In particular the open door policy of the firm and the friendly culture attracted my interest. I believe I am a team player and will contribute to the collaborative efforts of the team. By taking full ownership of my work, I will aim to develop my career into a constant progressing graph.

I look forward to a long-term relationship of mutual growth with Byrne Wallace.

Yours sincerely,

Sonam Gaitonde