Dear Sir/Madam,

I wish to apply to the Byrne Wallace Traineeship Programme. I am currently in my final year of law and I have a keen interest in corporate law. In my second year of college, I studied company law. The module was the first which truly interested me. I got first class honours in my assignments and exams and this encouraged me to consider corporate law as a career path. I have since researched corporate law firms and attended the open evening held for students. The professionalism alongside the supportive nature of Byrne Wallace greatly interested me. The firm has a business-like drive and yet it feels as though each individual is still heard and still crucial to the firm. I believe Byrne Wallace is committed to developing their trainees and I feel this is an environment in which I could excel.

I find the charitable support given by the company is most admirable. I have worked in charities and held fundraisers. I have been proactive in promoting mental well-being with Mental Health Ireland and with promoting the Miss Kerry motto ‘beauty with a purpose.’ The hands-on approach of the company is attractive and I believe I could be a productive addition to the team. The committed work undertaken by the firm members is something with which I feel would be exciting to partake in. The company’s commitment to continuing development and enhancement of customer relations is most inviting.

I hope to gain experience following my FE-1s in various aspects of your law firm. I have customer service skills gained from my position in the cafe. I treat each client/customer with respect, even during a packed day in the cafe each customer is an investment for the future if they return. I have excellent teamwork skills. When I feel a member of the team at work is not up to par during the busy periods, I step up and help them in their role. During our busy periods I usually commandeer the waitresses to keep everything running smoothly. I believe this has given me leadership skills but also the skill of knowing when to step back and work as an equal team to get a job done efficiently. If the customers were to see a staff undermining another, it could reflect badly on the workplace.

Thank you for your consideration.

Kind regards,

Sophie Hand.