28 Butterfield Park

Rathfarnham

Dublin 14

1 October 2019

ByrneWallace

88 Harcourt St

Saint Kevin’s

Dublin

D02 DK18

Dear Sir/Madam

I am writing to you to apply for the ByrneWallace traineeship 2020.

I am currently in my final year of Business and Law in UCD. I studied abroad at the University of Tulsa in my 2nd semester of 3rd year. I completed an externship in the Public Defender’s Office in Tulsa. The experience really opened my eyes to the world of law. I attended the Courts and watched Trials and also worked in the office. I really enjoyed the experience and it really evoked my interest in law.

I am a team player and understand that everyone on a team has to pull their own weight for the team to be a success. My participation in hockey and golf has given me the relevant capabilities of working on a team. I was the Junior Captain of Grange Golf Club and I captained my school hockey team so I am able to lead a team in the right direction.

I always try to do my best in everything I do, from academics to sport. I am a very hard worker which can be seen from the effort I put into my studies along with part-time jobs and sport. Over the past 3 years I have balanced college, working a part-time job with playing sport while also maintaining a social life and going to the gym. I am a firm believer that hard work is the key to success and I will try my very best to get where I want to be, no matter how much work it takes to get there.

I am a logical thinker with excellent communication skills and ability to maintain lasting relationships all of which I feel are appropriate qualities for working in a law firm.

I hope you will consider my application for the traineeship programme and I look forward to hearing from you in the near future.

Yours faithfully,

Stephanie Glennon