Leitrim,

 Kilworth,

 Co. Cork.

 17/10/2017

88 Harcourt Street,

Dublin 2.

**Re: Application for Trainee programme**

To whom it may concern,

I would like to apply for the Trainee programme available at ByrneWallace Law firm. With a reputation that precedes itself, it is no revelation that ByrneWallace is on the most wanted list of law graduates across the country. Titled as Irish Law Firm of the year 2016 and awarded Client Service award 2017 and many more clearly indicates the company’s proficiency in the field. The figures are impressive but the facts are even more alluring. Social aspects of the firm such as the annual Calcutta Run, Women’s Mini-Marathon and of course the annual Tag rugby blitz echoes my personal interests assuring me I would fit right in. Overall It is the character, attitude, work ethic and ethos of the company that assures me that the next stage of my career should be with ByrneWallace.

ByrneWallace offers their graduate interns unparalleled experience, from deals and transactions that take place in the firm to exposure to real clients and cases. These are the foundations upon which a solicitor’s discipline is built. I believe that these are the opportunities that will shape, define and separate ByrneWallace graduates from the rest. Throughout the years I have worked in various part-time roles. I have seen first-hand what drives a business, what makes it tick. I have been at the epicentre of fast paced, competitive and challenging working environments and I have both developed and excelled. As a graduate intern, I believe I would thrive in providing solutions, aiding clients and helping corporations adapt and adjust to changing climates. But most importantly, I know my expertise can contribute and even be the key to that organisation or individual’s success.

Drive and passion are undoubtedly essential in this role. I don’t sit back. l believe in getting involved, showing initiaitive and enthusiasm. As a keen sports person, I understand commitment, diligence and teamwork. Winning two All-Irelands I know how to perform under pressure and lead a team to victory. I know I will apply these skills in the workplace and I have seen the postive results that follow. Lastly, Byrne Wallace are renowned for the delivery of top client service. From years of experience working with customers, I understand that similarily as a lawyer, I must facilitate business. This requires insight into the clients needs, selective expertise , and most of all, a service mentality. This opportunity would be a defining moment in my career and I would work a 110% in return. I would be grateful if you would consider me for the position and I would be delighted to attend for an interview.

Yours Sincerely,

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Susan Gleeson