5 Hermitage Grove,

Rathfarnham,

Dublin 16

22nd October 2015

To Whom it may concern,  
Byrne Wallace Solicitors,

87-88 Harcourt Street,

Dublin 2.

**Re: Application for Traineeship Programme**

Dear Sir/Madam,

I am pleased to submit herewith my curriculum vitae (CV) to apply for a traineeship with your firm, Byrne Wallace. Over my four years in UCD it has become clear to me that law, and particularly corporate law, is the direction my career must take if I am to be fulfilled. Your firm is well established as being among Ireland’s leading law firms, something that is self-evident when looking at the fact that you are the only top ten law firm in Ireland to have been awarded Lexcel accreditation. It is this combination of established pedigree and fresh thinking that leads me to believe that working with your firm will provide me with the highest quality training and development available in this country, helping me reach my goal of becoming a leading corporate lawyer.

As you will garner from my CV, I can bring with me to Byrne Wallace a number of personal characteristics and strengths that will contribute to my having a successful and positive traineeship with your firm. These include my enthusiasm for the job, my energy, my ambition, my extensive experience in the business world despite my youth and my commitment to a career in corporate law. I have the right aptitude for business development and maintaining good client relationships. I am, most of all, a successful team player, having played a number of competitive team sports successfully at a high level. I am also a motivated self-starter, and a natural leader as I have proven through my involvement in business management, competitive sports at a high level and volunteer organisations.

I offer Byrne Wallace a rich resumé, demonstrating an aptitude and experience in several fields of work. The roles together represent the kind of variety of experience that will stand me in good stead when facing the challenges of my traineeship and my later career. I have in every instance completed the work I undertook with industry and positivity, and I have consistently achieved good results, whether in undertaking tasks, or simply building good relationships. I would aim to perpetuate this approach and give a very high level of commitment to my work in Byrne Wallace if I am selected for your programme.

There are many benefits that I foresee from being part of the traineeship programme in your firm. Crucially for me is the experience of working with a top team of solicitors, dealing with some of the most interesting and challenging legal transactions in this state. Byrne Wallace can provide me with the opportunity to work in an environment where quality processes and procedures are implemented as standard, and taught from the outset. I believe that such an environment ultimately leads to success, and so I wish to learn my profession in your firm.

I know that Byrne Wallace will give my application its due consideration and I would certainly look forward to an invitation to take part in a face to face interview. With this objective in mind, I have provided my contact details on my CV for your convenience.

Yours Sincerely,

Ultan Murray