To whom it may concern,

I am writing to express my interest in being considered for a Traineeship with Byrne Wallace. Please find attached a copy of my CV, in which I have outlined my work history, qualifications and achievements to date. I completed my degree in Law and Society in DCU and graduated with a 2.1 Honours. I am currently undertaking a Masters in Maynooth University.  I believe that I have many skills that are transferrable from both my academic career and my work experiences to date. My communication and interpersonal skills are excellent and I believe I am an effective decision maker. My ability to forge business relationships at all levels of an organisation has been a very strong element of my career to date. I have a proven track record of working well under pressure to achieve challenging deadlines. Through working closely with senior managers and colleagues I have gained an expertise in achieving organisational and personal goals and objectives.

 I hope to hear from you in the near future.

Yours sincerely

Eimear Stynes