Beth Onslow

HR Administrator

ByrneWallace

88 Harcourt Street

Dublin 2

20 October 2016

Trainee Position

Ms. Onslow,

My name is Laoise O’Malley and I am writing to apply for a trainee position in Byrne Wallace. As a Corporate Law (International) and LLB graduate, who has passed all eight FE-1 exams and has completed a Masters in International and European Business Law (LLM), training in an established corporate law firm such as Byrne Wallace was always my career goal.

As one of Ireland’s leading law firms, Byrne Wallace is renowned for its unparalleled expertise, the quality of its work and the large scale transactions it is involved in. A traineeship in Byrne Wallace appeals to me as it would provide me with the opportunity of gaining experience in various practice areas and in doing so, learn from some of the key players in these fields. I feel what sets a traineeship in Byrne Wallace apart from a traineeship in another firm is the calibre of the work and level of responsibility given to trainees and it is for this reason that I have decided to apply for this traineeship programme.

As evidenced by my choice of LLM, passing all eight FE1 exams, obtaining a Diploma in French Law, completing the Law Society’s Courses on Aviation Leasing and Data Protection, I have always enjoyed exploring different areas of the law. However, having gained experience in the asset management and investment funds departments in both Arthur Cox and Matheson, I have developed a profound interest in this practice area. The funds industry is complex, innovative and exciting. Whether it is the introduction of a new fund structure to the market or a new piece of legislation, the funds industry is constantly evolving.

As demonstrated above and in my CV, I have a passion for commercial law and I am academically able for a position traineeship in Byrne Wallace. However, as outlined below, my employment history demonstrates that I also possess the necessary skills and attributes for this position.

Currently, I am working as a company secretary for the asset management, aviation and finance departments in Matheson. As a company secretary, I am fortunate to have my own portfolio of funds, finance and aviation clients. This experience has provided me with a substantial amount of responsibility and autonomy as well as equipped me with the skills and knowledge that I will need as a trainee. A large part of my role consists of filing annual returns and organising board meetings for my clients. This aspect of the job not only requires an ability to work well under pressure, but also the ability to work well as part of a team. My role also consists of drafting documents such as written resolutions and minutes. I feel that this aspect of the role has been instrumental in developing my writing skills and my attention to detail. It must also be noted that, as a company secretary, I am in contact with clients and service providers on a daily basis and this has undoubtedly developed my interpersonal skills. Company incorporations, de-shelvings, conversions and stock transfers have also formed a substantial part of my workload and as a result, have helped me to develop my knowledge of the new Companies Act.

Prior to working in Matheson, I worked as company secretary in the funds authorisation and asset management department in Arthur Cox. Although this role was similar to my current position, this experience provided me with an invaluable insight into the inner workings of a busy commercial law firm and provided me with extensive knowledge of the finance and investment funds practice areas. My duties included filing annual returns, drafting minutes and arranging board meetings. While working alongside partners and associates in catering for the needs of our clients, I have demonstrated that I work well as part of a team or autonomously. This experience has also allowed me to develop my document drafting and problem solving skills. This work can be both demanding and intellectually challenging, however, as an individual with a strong academic ability and work ethic, I enjoy the challenge and would relish the opportunity to undertake similar tasks as part of my traineeship. In working alongside the trainees in Arthur Cox, I have gained an insight into what is expected from them and I feel I can exceed these expectations.

While working as a legal secretary in Arthur Cox, a partner in the asset management department suggested that, due to my strong work ethic and my knowledge of the law, I would be better suited to a company secretarial role. As a legal secretary to a partner and an associate, my duties included: compiling funds documents for Central Bank submissions; drafting and amending funds documents (such as prospectuses, supplements to prospectuses, presentations and minutes of board meetings); updating hard copy and electronic bibles; corresponding with clients; invoicing; and general administrative work.

It must also be noted that, from January to April 2015, I worked as a legal intern in the commercial property department of McDowell Purcell Solicitors in Dublin. This experience provided me with invaluable experience of conveyancing and receiverships. This experience also allowed me to further the knowledge I had gained while working in O’Malley Properties and in Garavan & O’Connor Solicitors.

Although I have made the decision to pursue a career in corporate law, I have also made a conscious effort to gain experience in as many practice areas as possible and it is for this reason that I spent four weeks interning for Judge Connolly in Westchester Supreme Court’s Matrimonial Division in New York. This experience not only allowed me to develop my research, document drafting and analytical skills but also gave me the opportunity to work autonomously on smaller matters and as part of a team on more complex matters. During this internship, my duties included, drafting judgements for the judge, document review for contested divorces and conducting research for the Judge. Similarly, while interning for the fast paced New York law firm, McCarthy Fingar LLP, I worked in a variety of different legal departments, which included: Trusts/Estates, Matrimonial, Criminal, Commercial and Taxation.

It is due to the experiences outlined above and the skills I have acquired during these experiences that I believe I am a suitable candidate for a trainee position in Byrne Wallace and that you would not be disappointed if you hired me.

I feel confident that, as a hardworking and driven individual, who works well under pressure, enjoys working as part of a team, has strong communication skills and possesses strong legal research and writing skills, I could contribute substantively to the work of your office. Additionally, being a trainee in Byrne Wallace would allow me to continue my commitment to pursuing a career in law and to strengthen the skills I will need to become a successful solicitor.

Please find enclosed my CV, which highlights my experience and skills. Thank you in advance for your time and consideration.

Yours sincerely,

Laoise O’Malley