

Órna McLoughlin
9 Priory Avenue
Stillorgan
Co. Dublin

28th September 2022

Emily Murray
ByrneWallace
88 Harcourt St
D02 DK18

Dear Ms Emily Murray,

I am a Law graduate from NUI Galway and am currently working with ByrneWallace as a seconded paralegal to the Residential Tenancies Board. As part of my undergraduate degree, I studied French and had the opportunity to study in the city of Aix en Provence, in a Grande École, one of the most prestigious universities in France. I have successfully achieved passing grades in all three Law Society FE-1 examinations that I have sat and am hoping to finish the remaining over the next two sittings. I am writing to express my interest in becoming a trainee solicitor with ByrneWallace.

I currently work in the Dispute Resolution division of the Residential Tenancies Board which demands organisation, exceptional communication skills, and teamwork. Through this work, I have gained an invaluable insight into the work of ByrneWallace in the public service.

During my employment with Orpen Franks as a legal assistant with the litigation team, I was assigned to five fee-earners. This meant it was essential that I manage my time effectively and efficiently to complete the tasks required of me in a quick and professional manner. The ability to prioritise tasks and take in large amount of information was of the utmost importance. My responsibilities included preparing briefs for High Court hearings, attending court, and drafting various legal documents. I was often the first point of contact for clients while covering calls when the fee-earners were engaged. I worked with both the fee earners as well as the secretaries to deliver excellent and swift client service and solutions. My time at Orpen Franks gave me great exposure on how teams across multiple departments and practice areas can work together to achieve the best solution for their clients.

Law demands innovation, and provides a complex and evolving environment which provides careerlong learning opportunities and interesting work. My firm of choice is ByrneWallace because I would love to gain first class training in a full service law firm. The work of the firm for clients in both the private and public sectors is particularly appealing as this covers such a large area of law. The size of ByrneWallace would allow me as a trainee to work with highly experienced partners across various departments. I have learned from my time in Orpen Franks that I enjoy working with clients and delivering first-class service and solutions to achieve the upmost client satisfaction. Client satisfaction and exceptional service to clients are valuable traits that ByrneWallace deliver.

As a part of the ByrneWallace team, the firm's dedication to their Corporate Social Responsibility stands out to me. The work of the weekly reading club organised in St Audoens is a wonderful opportunity to engage with children in the community. The campaigning around pride week was what first drew my attention to the company and is a testament to life in ByrneWallace.

Completing an internship with ByrneWallace would expose me to a wide range of work and an opportunity to learn where my strengths lie.

Kind regards,

Órna McLoughlin