**Aidan Carolan**

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Dear Ms Murray,

I am a highly motivated Law and French (LLB Ling Franc) graduate at Trinity College Dublin and current FE-1 candidate. I believe I would make an excellent addition to ByrneWallace’s trainee intake next year as I have a solid work ethic and well-developed organisational and communication skills. I also have an innate ability to work on my own initiative as well as strong attention to detail. All of these skills are evidenced by my outstanding academic record and diverse legal experience.

My strong academic record speaks to my solid work ethic and commitment to the law. This year, I graduated with a First Class Honours degree in Law and French, a specialised degree combining the study of Irish common law and French civil law. This degree developed my organisational skills and instilled the ability to consistently meet deadlines in me.

My legal experience has further developed my organisational and written communication skills. Last year, I worked as a legal researcher with the Irish Innocence Project. My primary responsibility was to produce regular reports on various aspects of criminal law in Ireland, particularly the preservation and disclosure of evidence.

Moreover, I spent four weeks working as an intern in the Criminal Law Reform division of the Department of Justice in 2019. While there, I carried out research into the impact of recently enacted legislation, legislation enacted in other jurisdictions, and private members’ bills from the Dáil. I completed reports into each of these areas which were passed on to the Minister and the Oireachtas Justice Committee.

The emphasis on regular report-writing in these settings taught me how to communicate effectively and cultivated my ability to prioritise workloads in order to meet deadlines comfortably.

Finally, my communication and interpersonal skills have also been strengthened by my non-legal work and volunteering experience. Much of this experience comes from client-focused environments, including my local SuperValu and summer camps abroad. Throughout college, I volunteered with the Trinity College conference of Saint Vincent de Paul and worked with local schools and the elderly. These experiences gave me first-hand experience of how important client interactions are to businesses and to organisations.

Thank you for your time in reading this letter and my application. I firmly believe that my diverse skills and experience would make me an outstanding trainee at ByrneWallace next year.

Yours sincerely,

Aidan Carolan.