Ballintim

 Redcross

 Co Wicklow

 07 October 2018

ByrneWallace

88 Harcourt Street

 Saint Kevin's

Dublin 2

D02 DK18

Dear Sir/Madam,

I wish to apply for your Trainee Programme. I am a fourth year student of Business and Law in University College Dublin and expecting to finish with a 2:1. ByrneWallace is a firm that appeals to me for its reputation as a leading Irish law firm. I was particularly drawn to this firm for its extensive childcare practise and its representation of the Child and Family Agency as this is an aspect of law I am very interested in. I hope my skillset will appeal to ByrneWallace.

From what I saw in my internship in DM Burke Solicitors, communication is vital in working in a law firm from interacting with colleagues and clients. It is key to explain the law to the client in ways they will understand. I have had practise with this through my involvement with the Student Legal Service in University College Dublin. With this society, I participate in Free Legal Advice Clinics, giving advice to students on any legal issues they may have. This puts the knowledge I have acquired over my time studying Business and Law into practise as we aid the students with their legal dilemmas. My communication skills have further developed within the Student Legal Society recently with my participation as a judge for the negotiating competition ran by the society. My role here was to analyse how the negotiation was reached and give feedback to both teams on their performance. I expanded on my communication skills by volunteering as a contributor for the Observer, the university newspaper. My first article on the Public Health (Alcohol) Bill 2015 is due to be published in the coming weeks.

While communication is imperative in working in a law firm, so too is the ability to solve problems and be flexible. I believe my work experience has equipped me with these skills. I have worked consistently from an early teen in a variety of retail and hospitality jobs. These jobs developed my adaptability and problem-solving skills as I learned how to work in fast paced, dynamic environments and also to deal logically with customers with wide ranging needs and characteristics. My ability to adapt was further enhanced when I moved to Canada to work for four months as I was working in an entirely new country and culture. I thrived in this environment as I love working out how best to interact with new people, reading social cues and discovering what will interest and entertain them.

Thank you for considering my application, I hope to further develop my skills and experiences in your firm. I would love to have the opportunity to be a part of the ByrneWallace team. I am available at any time if you wish to call me for an interview.

Yours sincerely,

Ailbhe O’Callaghan