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**Byrne Wallace**  
**88 Harcourt Street,**  
**Dublin 2,**  
**D02 DK18.**

**26 October 2020**

**Re: Trainee Solicitor Programme**

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Dear Sir/Madam,

I am writing to express my interest in your Trainee Solicitor Programme 2021, as advertised on your website. I have completed the required application form and **attach** a copy of my CV for your consideration.

I am currently working as a paralegal in the Public and Regulatory department in my current firm, Fieldfisher, and I am on secondment with the office of the Financial Services and Pensions Ombudsman.

By way of background, I completed a bachelor's degree in civil law (BCL) from University College Cork in 2018 and I passed my FE-1 exams in 2019. On finishing my course in May 2018, I commenced working as a legal assistant with Anne O' Neill Solicitors in Cork where I gained experience working in a busy legal office environment and assisted my solicitor colleagues with various tasks, as you will see from my application form and CV.

As previously mentioned, I have been on secondment from Fieldfisher working as a paralegal with the office of the Financial Services and Pensions Ombudsman since September 2019. The tracker complaints investigations team deals with a large volume of complaints from investigation stage through to adjudication and ultimately the issuing of a legally binding decision. In this role, I have improved and developed my legal writing, drafting, research, analytical, organisational and time-management skills. I have learned the importance of being organised, working proactively and being able to prioritise tasks so that complaints can be dealt with in a timely manner. Further, I continue to forge strong relationships with the client and with other members of the tracker complaints investigation team. I am confident that this experience will allow me to undertake the duties required both effectively and efficiently.

I am very much interested in Byrne Wallace and its trainee programme, this is primarily due to the large diversity of expertise the firm specializes in, specifically but not exclusively administrative law. As I am currently working in the Public and Regulatory department in my current firm, my interest in administrative law has grown and I would like to work further in this area. Furthermore, I am applying for the trainee programme because of the firm's collaborative culture which appears from the firm's recent webinar to be a key reality in the firm. Furthermore, Byrne Wallace's culture of learning and development and its strong engagement with its trainee solicitors has been another motivation for me to apply to the firm's trainee programme.

I am particularly keen to work within a forward thinking, progressive and professional law firm with a first class reputation. I appreciate the expertise of the firm and believe that Byrne Wallace will provide an excellent foundation for my legal career.

I am a driven, dedicated and enthusiastic individual with the confidence and ability to take on a large variety of challenging tasks and a demanding workload. I am highly adaptable, hardworking and commit myself fully to whatever task is put before me. I have the ability to show initiative and I work well with others. I believe that my academic qualifications along with my experience to date will give me a strong basis for the role of Trainee Solicitor with Byrne Wallace.

I would welcome the opportunity to meet with you to discuss the programme further. Please do not hesitate to contact me either by phone 085 750 7439 or by email.

Thanking you for your time and consideration. I look forward to hearing from you soon.

Yours faithfully,

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Aisling Moore