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Schaerbeek 1030  
Bruxelles  
Belgium

16 October 2016

Ms Beth Onslow  
HR Administrator  
89 Harcourt Street  
Dublin 2  
Ireland

Dear Ms Onslow,

Motivated by the opportunity to work with a commercial law firm, I am writing to express my interest in the role of trainee with Byrne Wallace. My passion for law, strong interest in pursuing a career in the commercial legal sector and my organisational and teamwork skills make me a strong candidate for this vacancy.

My positive experience of legal work to date, in both the public and private sector, has solidified my commitment to becoming a commercial solicitor. I have consistently been challenged and excited by my work in both private law firms and with teams of legislators in EU institutions. My EU experience and contacts could be an asset to Byrne Wallace in advising clients on issues related to the outcome of Brexit negotiations.

While working as an intern in the General Secretariat of the Council of the EU, I had experience of high level negotiations. I worked with the Health and Foodstuffs secretariat in the final months of negotiations on the medical devices and in vitro diagnostic devices regulations. I gained valuable, hands-on experience of the ordinary legislative procedure, and my work was used to finalise the texts. After my time at the Council I moved to the office of Mairead McGuinness MEP, Vice President of the European Parliament. While working in the Parliament I met with lobbyists, took minutes at committee meetings, drafted parliamentary questions and researched topical issues for speeches.

Prior to my time in the EU institutions in Brussels I worked with two Irish commercial law firms - Philip Lee and Matheson. My experiences in both firms, in litigation and tax respectively, confirmed my commitment to work as a commercial lawyer, whilst the analytical, teamwork and organisational skills that I learnt have prepared me for the role of trainee solicitor. In addition I graduated from Trinity College in 2015 with a 2:1 (68) Bachelor of Laws (LLB).

I am interested in working for Byrne Wallace as I have researched the firm and have found it to have an excellent reputation from both client and employee perspectives. The traineeship programme is very highly regarded and the firm offers excellent and continuous training with a diverse team. The expertise of the firm and its large international and Irish clients proves that it is a dynamic and challenging place to work.

I believe I have the right combination of communication skills, commercial acumen and performance orientation to become a valuable member of your team. I hope that you find my background and experience an appropriate fit for this role with Byrne Wallace and I would like to reiterate my strong interest to discuss this opportunity and my qualifications with you further.

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

Kind regards,  
Alexa Donnelly