Alexandra Stokes

11 Taney Park,

Dundrum,

Dublin 14

Cro**́**na McLoughlin

HR Manager

ByrneWallace

88 Harcourt Street, Dublin 2

23rd October 2015

**Re: ByrneWallace Trainee Programme**

Dear Ms McLoughlin,

I am writing to you to apply for a traineeship with ByrneWallace.

My application to your firm is founded in my own long-term ambitions, as I believe ByrneWallace would be the best place for me to achieve them. The emphasis ByrneWallace places on realising individual potential and the structure of your trainee programmes is impressive. I am also impressed by the range and scale of matters your trainees are fortunate enough to work on and by the measures you have in place to ensure trainees continue to learn for the duration of their traineeship, in terms of both legal knowledge and practical skills. I am hugely interested in working in a practice that is ‘established as a progressive and leading law firm in Ireland.

In terms of my academic career, I completed a joint major arts degree in English and Greek & Roman Civilisation in 2012, achieving a 2.1 honours. During my degree I was elected as the class representative for English, which involved organising various charity events and representing approximately 400 students on the Students’ Council. After finishing my degree, I was offered a place on the Masters in Gender, Sexuality and Culture in UCD, which I completed with a 2.1 honours. I began to research how I could become a solicitor upon graduating and, after speaking with a number of solicitors to gain a more practical insight, I decided my skill set and my interests would align very well with the legal profession. Once I had my objective in sight I couldn’t wait to begin. I began my FE-1s in 2014 and I have since sat all eight subjects and have passed seven. I am currently awaiting results for the October sitting in which I sat Constitutional Law. As I have a keen interest in technology and intellectual property, I simultaneously completed the MOOC in Technology Law with the Law Society of Ireland.

While doing FE-1s I tried to get as much legal experience as possible to better prepare me for a traineeship. In 2014, I undertook work experience in Weil, Gotshal & Manges in London where I worked alongside partners, associates and trainees in the banking and finance department. I then completed an internship with Beauchamps, where I worked in the litigation and dispute resolution department. The six weeks gave me a great insight into the department and the diverse matters the team dealt with. More recently, I was employed as a legal executive in Ivor Fitzpatrick & Company’s banking and property department. My duties included managing the recall and delivery of title and security for both residential and commercial properties, liaising with a number of different firms and drawing up schedules of documents. I worked to very tight deadlines and I enjoyed the fast paced nature of the work immensely. Completing various legal work experiences has assured me that, intellectually, I am well suited to the legal profession and the challenges each case can bring. I am also beginning a role as a legal secretary in the corporate department of Arthur Cox on the 27 October and I am looking forward to gaining more work experience.

I enjoyed my work enormously in both Ivor Fitzpatrick and Beauchamps and felt as a non-law graduate I was able to look at things in a different way and contribute a fresh insight. I appreciate the importance ByrneWallace places on client care and share the same values. Personally, I love working with people. I am a gregarious and social person by nature and I take a huge amount of satisfaction in knowing my team has won a good result for the client.

I look forward to hearing from you and I thank you for taking the time to consider my application for a traineeship with ByrneWallace. If you require any further information please do not hesitate to contact me on 086 371 3812 or on Alexandra.Stokes@icloud.com.

Yours sincerely,

**Alexandra Stokes**