Fanningstown,

Adare,

Co. Limerick

Head of Internship Programme

Byrne Wallace Solicitors,

88 Harcourt Street,

Dublin 2

9th of October 2018

Dear Head of Internship Programme,

I am writing to you to express my interest in applying for a position within the Byrne Wallace traineeship programme. I have recently graduated with a 2:1 degree from the National University of Ireland, Galway with a Bachelors of Civil Law (International). I am currently studying for the FE1 examinations, which I hope to have completed by October 2019 and therefore I am ideally seeking a traineeship for 2020.

Having previously completed legal internships with firms such as Ronan Daly Jermyn, RG Emerson and Co. Solicitors and Holmes O’Malley Sexton; I have gained a strong but nonetheless transferrable knowledge and skill set. I have developed strong written and verbal communication, exceptional attention to detail and have gained exposure to both pro bono and commercial matters, including significant client contact with pro bono clients; all of which I believe will assist my growth as a trainee at Byrne Wallace.

I became interested in the Byrne Wallace traineeship programme following recommendation from lectures. This sparked my interest and led me to further research as I was highly impressed with the company’s culture and values. Following this research, I knew Byrne Wallace was the ideal fit for my personality and skill set.

Byrne Wallace particularly appeals to me due to the emphasis on collaborative team work and ‘open door’ policy. This makes the idea of becoming a trainee at the firm much less daunting and more accessible. Furthermore, the firm’s unique and comprehensive approach to developing trainee’s skills is in my opinion; unparalleled to other law firms.

I was impressed with the firm’s global presence and influence on the world stage. Byrne Wallace stands out to me as it provides the opportunity to work in an internationally acclaimed firm and collaborate with colleagues both in Ireland and in branches around the world.

My desire to pursue a career in corporate law has continuously flourished while completing summer internships with various corporate law firms. My most recent internship ignited my interest in employment law. I believe my interests in employment law will be well met and challenged in the best way possible at Byrne Wallace who are renowned market leaders in this area.

Therefore, I offer an insightful and developed commercial awareness, an understanding of wider business goals and knowledge of the importance of client-focused service. I possess developed interpersonal skills which I believe are crucial for a successful law career.

I wish to thank you for taking the time to read my application. I enclose a copy of my Curriculum Vitae. I look forward to hearing from you.

Yours Faithfully,

Alice Normoyle.