19 The Brickfield,

 Abbeycartron Lane,

 Longford,

 Ireland.

88 Harcourt Street,

Saint Kevin’s,

Dublin 2,

D02 DK18.

**Trainee Programme**

Dear Sir/Madam,

My name is Alicia O’Connor and I am a final year Law student in University College Dublin. I first became interested in the traineeship with Byrne and Wallace when I spoke to your representatives at the UCD Law Fair this October. I quickly learned that Byrne and Wallace’s values match with my personality and my professional aspirations. When I am working in my part-time jobs, I am focused on establishing and delivering what is really required of me by my employer, and I am loyal to customers and staff while providing seamless service to clients. I want to bring to the firm the skills that I have acquired, from working in taxation in KPMG to working as a self-employed piano teacher. I have an aptitude for communication and I am quick to respond to a client’s needs. I thrive when working in a team and have done so in mooting, debating and waitressing and I would gladly accept the diversity that each rotation within the traineeship offers.

I am level headed, but also competitive and results-driven. I have competed in many competitions throughout my time in University, many have been law-related, as well as debating competitions with the Law Society and the Literary and Historical Society. I always try and find an opportunity to be challenged and to think on my feet. Debating has taught me how to speak concisely, but effectively. I was given the opportunity to travel to the University of Oxford to judge their debating IV and from then onwards, I have partaken in judging and debating within the society. It was from this experience that I decided become a Fresher’s Outreach Officer. This entailed persuading new students to join our society. Another committee member and I planned a very successful pub quiz and ‘Legal Luncheon’ to entice budding members to sign up. I found out quickly that free food is an incredible way to win the heart of any student. I am beginning to become interested in arbitration ever since I was selected to represent UCD in the Vis International Commercial Arbitration Moot 2018. I am very excited to be coached by the leading Irish arbitrator, Louise Farrell BL and while it is a challenge to handle this very demanding workload while in final year, it will be worth it to travel to Vienna courtesy of the UCD Law School in March 2018 and compete against law students from all over the world.

Byrne and Wallace has a drive and ambition to find and maintain talent and therefore I know the firm will help me reach my goal of becoming a leading commercial solicitor. I don’t just want to be a solicitor because I want the lifestyle and benefits; the work really interests and stimulates me: it offers me an opportunity to test, challenge and develop myself, to bring out the best in myself and to allow me to make a difference for others. It may not come as a surprise since I have a lot of experience in court practice from mooting and I am learning about arbitration, that I want to pursue my career in Litigation and Dispute Resolution. I want to be able to manage conflict and there is something incredibly satisfying about each party settling a dispute after a considerable amount of time. I have experience in dealing with crises, although simulated, in the KPMG Case Competition. It was an incredible learning curve for me and made me realise that I want to manage risk and provide that security that a client in a difficult situation needs.

Fundamentally, I have the personality and the aptitude to take a challenge and run with it, and to master it. I would love to be part of a team that works in a challenging environment; indeed, some day I hope I might even lead such a team. I believe that Byrne and Wallace would provide me with that environment and the room and support to develop. I hope to be a real and effective member of the Byrne and Wallace team. I would be grateful for the opportunity to prove that in person, and I look forward to hearing from you.

Thank you for your time and consideration.

Yours sincerely,

Alicia O’Connor