

ByrneWallace,  
88 Harcourt Street,  
Dublin 2

15 October 2017

Dear Ms. Onslow,

**Re: Traineeship Programme**

I am extremely interested in a traineeship with ByrneWallace. Being highly ambitious to have the opportunity to train in such a dynamic progressive law firm as ByrneWallace has always been a huge aspiration of mine.

I am a National University of Ireland Galway graduate with a Bachelor of Corporate Law (Hons) degree and postgraduate 2.1 LLB honours degree. I have successfully completed six FE-1 examinations and am currently awaiting results from my final two exams which I sat in the recent October 2017 sitting. I have been employed since March 2016 in Holmes O'Malley Sexton Solicitors in their Limerick office. Whilst there I have gained a huge amount of experience within both their debt collection and plaintiff litigation departments. I have also been actively involved in their corporate social responsibility program aiding at numerous charity and local events.

I am a highly driven legal professional with a strong work ethic and a dedication to thrive in a fast paced environment. I have demonstrated my ability to do so through the stages of my university life and school education by constantly challenging myself and constantly advancing, while simultaneously having a part-time job and being a very active participant in voluntary opportunities. As a result this has permitted me to gain integral skills which have transferred into my working environment such as effective time management and successful organisational skills. These allow me to counterbalance my tasks while fulfilling them to a high calibre.

I am extremely impressed by how integral client satisfaction is to ByrneWallace. I too have an in-depth understanding of the importance of client satisfaction from my eight years of employment in a busy pharmacy which prided itself on providing top class customer care and more recently in my work in HOMS Solicitors where I would meet and speak to numerous clients a day. I understand how vital prompt, informative, professional yet personable dealings with clients is to the success of a firm.

I am a hardworking, determined and enthusiastic and these are characteristics I would bring daily to a traineeship with ByrneWallace. I believe I have developed excellent leadership and teamwork abilities having been on numerous committees and sports teams in the past. Most notably acting as Treasurer, Auditor and Strategic Director of NUIG Law Society during my time in NUIG. The highlights being personally awarding President Michael D Higgins with honorary life membership to the society, organising the DPP to speak at NUIG and raising money for numerous local charities.

I would much appreciate the opportunity to discuss the traineeship, my own background and abilities with you further at your convenience. I can be best contacted by telephone on 0876855307 or by email at [a.grant2@outlook.com](mailto:a.grant2@outlook.com).

Thank you for your consideration.

Yours sincerely,

Amy Grant