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Graduate and Trainee Programme Manager,

Byrne Wallace

Dublin 2.

Dear Sir/Madam,

I wish to apply for your 2017 Traineeship recruitment process. I am a motivated and ambitious graduate of BCL (International) at NUI Galway who has completed a post-graduate LLB and extremely comprehensive work experience to date.

My main area of interest since starting my undergraduate degree has been in corporate law, which has driven my choice of modules throughout my studies. The modules offered were very practical and designed to prepare students for life in a corporate law firm, which is where I want to build my career. As well as the general development of my skills and knowledge during my time in NUIG, I also took additional classes on a voluntary basis to further develop specific areas which will benefit me during my career, for example, contract drafting and negotiation.

My studies in NUIG have given me a substantial base of legal knowledge and allowed me to develop my strengths in researching and interpreting information, effective oral and written presentations and working collaboratively on projects. I want to harness, and build on, these skills as my career progresses and I see that your firm is the ideal place to start. The reputation, and client base of Byrne Wallace is highly regarded in the Irish market and the breadth of expertise in all areas across the firm is well documented.

I am an organised individual who enjoys a busy workload and keeping an effective balance between my work and social life. I thoroughly enjoy sport, music and social activities. From my research in to your firm I see that you have promoted a healthy work/life balance and this is another deciding factor which has motivated me to apply for Byrne Wallace.

I come from a small business background, which has improved my communication skills and emphasised the importance of focusing on your customer’s needs. I have seen from my experience in law firms that the same principle holds true in terms of a firm’s clients, i.e. doing whatever is required to provide the best possible level of service. My work experience has allowed me to develop my interpersonal skills and has given me a greater sense of commercial awareness and understanding of business.

I have spent the last year interning in Eversheds Sutherland, where I was assigned to the Commercial Litigation department along with the Regulatory Compliance Division. During my internship I prepared case briefs and conducted research on multiple cases, drafted all manner of litigation documents, handled my own clients, attended board meetings of high profile state clients, and worked on some of the most high profile cases in the firms history.

I am attracted to Byrne Wallace due to the your firms reputation and the market-leading expertise of your people. I believe that my experiences, as outlined above and in my CV, make me a suitable candidate for the position on the programme. I am contactable via the e-mail address or telephone number above.

Thank you for taking the time to consider my application.

Yours sincerely,

Andrew McGarry