Dear Byrne Wallace,

My name is Andrew O’Dwyer, I am a Master’s student currently studying International & Comparative Business Law (LLM) at National University of Ireland Galway. I also recently graduated with a first class honours Bachelor of Civil Law International Degree from National University of Ireland Galway who has also studied at Eotvos Lorand University in Budapest and Suffolk University Law School in Boston. I am applying for the Traineeship advertised on the Byrne Wallace website. Working in a respected law firm such as yours would allow me to improve my legal skills, gain invaluable experience in different areas of law, gain connections and allow me to substantively contribute to the law firm itself.

During my education in NUIG, I have shown the character traits of diligence, conscientiousness, earnestness. Year on year I have demonstrated vast improvement and exponential growth. In second year, I achieved respectable results, achieving firsts in several subjects. While on Erasmus I continued to improve my legal and academic skills and maintained exacting standards. I achieved the highest grade in all modules baring one. I undertook modules like those I had previously underperformed in to demonstrate my academic improvement. I also took the opportunity to improve my public speaking skills speaking at several events and conferences. In final year I continued in my efforts to broaden my degree by mooting and undertaking a placement in a law firm. In final year I achieved immaculate results in all modules bar one. I am proud of my ability to honestly and objectively appraise my results and see the room for improvement and proud that I have the tenacity and single-mindedness to continuously improve. I put enormous value in the character-trait of accountability and that is why I am proud of the initiative I showed in achieving my academic results. My results demonstrate that I have the necessary academic rigour for the traineeship.

Over the last year I have gained valuable experience in both Irish and American law firms. I have worked as a paralegal at O’Hara Solicitors Athenry, a busy general practice where I familiarised myself with areas of law such as land & conveyancing, wills and probate and civil and commercial litigation. While working at O’Hara solicitors I learned how to be professional, courteous, and discreet in dealing with clients in a legal setting. In performing legal researching and in doing collaborative work with the solicitors I learned how to prepare concise detailed documents and I adhered to an exacting professional standard. This summer I also worked as a legal intern in a criminal defence law firm in Charlestown, Boston, called Dhar Law LLP. In working in such an environment, I have gained valuable insight into how to be professional and zealous when working on behalf of a client. I have worked in highly pressurized environments assisting counsel in the superior courts in cases concerning issues such as drug trafficking, attempted murder, assault and battery, possession with intent to supply, credit card fraud and forgery. In criminal defence character traits such as discretion, attention to detail and zealous advocacy are vital and I have developed these traits throughout my internship. In both work experiences I have also had exposure to various different areas of law, and I have been familiarized with different legal operating systems and databases such as Expd8 and developed the skills necessary for the traineeship.

Beyond work experience and academics, I have represented NUIG in soccer, as a result of the team and I’s commitment to excellence in training and competition we won the Division one league title, the Spillane Cup and the Collingwood Shield. I have also represented the college in senior, intermediate and fresher’s hurling. I was a peer mentor in the international student society, helping new students settle and adapt to college life at NUIG. I have also taken part in Erasmus, while on Erasmus I undertook the opportunity to speak at international conferences. I am also a private within the Reserve Defence Forces. My volunteer work within the Reserves Defence Forces includes duties such as performing flood relief, assisting in missing person searches and assisting the civil power, this demonstrates my civic nature, that I am of good character and that I have character traits that Byrne Wallace would desire in an employee.

Enclosed is a detailed CV that highlights my experience and education. Thank you for your consideration.

Sincerely,

Andrew O’Dwyer.

**Andrew O’Dwyer**

Fossabeg, Scariff, Co. Clare.

e: a.odwyer11@nuigalway.ie | (087)7159321

Professional, contentious and dilligent recent Bachelor of Civil Law International gradute from National University of Ireland of Galway (First Class Honours) who has also attended Eotvos Lorand University Budapest and Suffolk University Law School in Boston. Previous experience in both Irish and American law offices and experienced in conveyencing, wills and probate, commerical and civil litigation, and criminal law.

**Education and Qualifications:**

(BCL) Bachelor of Civil Law (International) NUIG (2015-2019)

Eötvös Loránd University (Erasmus) (2017-2018)

Suffolk University Law School (Externship Programme) (2019)

LLM (International & Comparative Business Law) NUIG (2019-2020) (Beginning September 9th)

**University Results: Overall Grade:** 71.41% First Class Honours

**First Year:** Irish Legal System, Legal French, Constitutional Law, Contract Law, Legal Procedure, Sociology of Law, Tort, Legal Methods and Research I

**Second Year:** Overall Grade: 66.33%

Company Law I (62%), Company Law II (67%), Essay (64%), Family Law (64%), Criminal Law (63%), Criminal Law II (68%), Legal Methods and Research II (70%), Administrative Law I (70%), Administrative Law II (68%), European Union Law I (68%), European Union Law II (66%)

**Third Year/Erasmus:** Overall Result 86-100%

International Criminal Law (86-100%), Int. Commercial Arbitration (86-100%), Understanding Punishment (86-100%), White Collar Crime (86-100%), Brexit and the Free Movement of Persons (86-100%), Comparative Constitutional Law (86-100%), Consumer Protection (71-85%), European Criminal Law (86-100%), International Air Law (86-100%), International and Comparative Civil Procedure (86-100%), Insurance Law and Practice (86-100%), Milestone Cases of International Criminal Justice (86-100%), Negotiating and Drafting International Contracts (86-100%)

**Final Year Results:** Overall Grade: 73.58%

Equity I (70%), Equity II (75%), Land Law (68%), Land Law (70%), Essay (85%), ADR (75%), Housing Law and Policy (72%), Clinical Placement (71%), Moot Court (77%), Industrial and Intellectual Property Law (77%), Criminology (71%), English Land Law (72%)

**Previous Legal Work Experience:**

* Dhar Law, LLP, Charlestown MA, Legal Intern, May 24th 2019 – August 1st 2019.

**Duties Performed:**

Assisted counsel in the Suffolk County Superior Court and in various Boston and Massachusetts district courts in all aspects of the trial advocacy process in cases concerning drug trafficking, attempted murder, assault and battery, possession with intent to supply, credit card fraud and forgery. Performed Research on pending criminal cases. Drafted articles for the law firm’s website. Contacted Courts and Houses of Corrections. Performed clerical and administrative duties.

* O’Hara Solicitors Athenry, Athenry Co. Galway, Paralegal, January 5th 2019 – April 23rd 2019.

**Duties Performed:**

Familiarised myself with areas of law such as land and conveyancing, wills and probate, civil and commercial litigation. Assisted counsel in the Galway District Court. Performed dictation, legal research on pending litigation and performed clerical and administrative duties. Greeted and welcomed clients who came to the law office.

**Non-Legal Work Experience:**

Griffdon Cable Instillation, General Labourer, 15/04/2017 - 19/08/2017

* Worked installing electrical cabling in the A&E Department in the Regional Hospital Limerick and in Troy Movie Studios. Dealt with the responsibility of handling thousands of euros of cabling and operating a wide range of machinery. Worked in a team to complete installations within strict deadlines.

Gourmet Game, Factory Worker, 20/4/2016 – 30/8/2016

* Worked as factory worker in a meat factory preparing meat for restaurants and businesses.

**Volunteer Work:**

Reserve Defence Forces, Three Star Private, 8/2015 – Present

* Completed recruit training, three-star training, undergone various courses from marksmanship to radio communications and done volunteer work such as missing person searches, flood relief and armed escorts and stewarding at events. Learned to lead in situations that require taking charge and have been trained in the decision-making process, team building, promoting discussion, building leadership in others, and problem solving.

International Student Services NUIG, Peer Mentor

* Helped international students adjust to life in NUIG. Gave students a guided tour of the university. Regularly meet with international students and ensured that they enjoyed their time in NUIG.

**Co- Curricular Experience**

* Footballer with the NUIG Men’s Intervarsities Football Club
* Participant in the 2018/2019 NUIG Moot Court Module
* Acted as a Speaker at Several Conferences at Eotvos Lorand University
* Member of NUIG Law Society
* Associate member of the Chartered Institute of Arbitrators

**References**

Joseph O’Hara (Partner) Vikas Dhar (Partner),

O’Hara Solicitors Athenry, Dhar Law LLP,

Athenry, Co. Galway. Charlestown, MA, U.S.A.,

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