Dear Sir/Madam,

I am writing to you to apply for this position in your firm. I strongly believe my candidacy is of mutual benefit to your firm in terms of the experience I possess and the experience that you are offering within this role. My academic achievement of a consistent 2.1 to date places me as a significant contender in terms of my tenacity and determination to succeed in the legal and corporate landscape.

I am currently working as a Property/Litigation Agent in Permanent tsb. Previous to this I worked for a 7-8 month period as an audit assistant in Deloitte and I have also completed the Goodbody Stockbrokers Internship Programme where I have gained significant experience in many financial/ corporate areas which I feel would be beneficial in this role. During my time in these roles I displayed an ability to adapt to the relevant systems required for dealing with client accounts and procedures such as EMS, Hogan , and Uniscreens. In my current employment I am co-managing a project in property management on the voluntary surrender (VS3) initiative within the NPL campaign in the bank. I feel I could bring the skills I have developed from this experience with the VS3 campaign to Byrne Wallace such as responsibility and the importance of a team that works well and understands each other. It has also has taught me the importance of preparation, how to deal with the unexpected and how to deal with wide ranging queries. In Deloitte I built key communication skills in dealing with solicitors and banks on bank confirms. I developed further a key awareness for attention to detail in walkthrough papers. Team work skills which are highly important were also developed working as part of an audit team on client site and taking instruction from my senior.

Byrne Wallace is a firm that cares about its employees and clients as is demonstrated with its corporate responsibility programme and spirit of volunteerism in the community. It is an innovative and leading firm that recently won Excellence in Client Service Award 2017 at the AIB Private Banking Irish Law Awards. I wish to be a part of the firm because of its friendly inviting culture, integrity and high reputation. I was also hugely impressed during the open evening at the commitment to training that is shown by the firm and the investment and opportunities to grow within the firm that are given to trainees. I found it encouraging hearing how many partners and solicitors in the firm had started off their career with Byrne Wallace as trainees. Between now and starting a training contract I plan to continue to work for Permanent tsb and to support the growth of further projects. I am a member of the ACOI and am studying for my compliance exams in January 2018. I will then proceed to sit the FE1 examinations in spring 2018, completing them in autumn 2018. I am also looking at the possibility of the PRIMA qualification in summer 2018 / 2019 which I shall decide based on my FE1 results of that spring.

Attracting me to this training contract is not only exposure to the legal and corporate sector but in addition the opportunity from the outset to contribute as a valued member of the team. As mirrored with my legal employment at Permanent tsb and also in Deloitte, I comprehend the absolute necessity of client confidentiality, attention to detail as regards drafting any manner of documentation and the fundamental principle of a team orientated approach in delivering efficient innovative solutions to your clientele.

I feel this job is the right fit in terms of my career goals. Byrne Wallace specialise in property/ real estate and corporate governance and compliance. It is a growing firm with more than 250 employees in Ireland and I want to be part of that growth. The firm is constantly providing modern insights such as on corporate immigration and also relevant articles such as on Possession proceedings and “The Keeping People in Their Homes Bill” from 27/02/2017. The firm also hosts seminars most recently with Goodbodys on the myths of companies going public which shows the firm to answering key questions on contemporary problems. The firm has been highly recommended as the First **and only large Irish Law Firm with Lexcel accreditation** and named Law Firm of the Year 2016 at the AIB Private Banking Irish Law Awards.

I have a love of law and have worked to this date in order to gain and build experience in this field and also commercial awareness such as with my education commitment in compliance. Enabling me to contribute to your business is also my notable secretarial experience as a medical secretary in a busy GP practice for over two years. I wish to be a part of and contribute to the the firm because of its culture, integrity and high reputation.

Thank you for considering my application and I hope you will consider me a worthy candidate for this position. Please find attached, my CV for your perusal and I look forward to hopefully hearing from you.

Yours faithfully,

Anne-Marie Stacey