**Annie Keane**

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20/10/2017

**Ms Beth Onslow**

HR Administrator

ByrneWallace

88 Harcourt Street

Dublin 2

(01) 6915237

Dear Ms Onslow,

**Re: ByrneWallace Trainee Solicitor Programme**

I am writing to you to apply for the ByrneWallace Trainee Solicitor Programme which I became interested in after researching the programme on your website. I have attached a copy of my CV to your hiring portal outlining my work experience, skills, and academic achievements to date.

I am a Law with Politics graduate from University College Dublin currently pursuing a LLM at the University of Limerick in International Commercial Law. I decided to further my education as I felt that what I had learned in commercial law during my undergraduate degree was limited and did not truly reflect the law under which business operates. It primarily focused on the new Irish companies acts with little emphasis given to the international aspect of business. My aim is to broaden my knowledge of the environment in which business takes place so I could be an asset to your programme.

ByrneWallace appeals to me as a prospective employer as it gives Trainees the opportunity to complete rotations in diverse departments from banking and finance to private client and family law. ByrneWallace is also the most progressive law firm I have researched. Their commitment to excellence in client service exhibited in their ‘Ireland Client Service Award 2017’ and Lexcel accreditation is what particularly attracted me to the firm. I believe I would be a valuable addition to the team at ByrneWallace as I can contribute to the high degree of professionalism within the firm. I have five years experience in the hospitality industry which has taught me valuable communication and interpersonal skills. I have had experience in difficult situations with clients’ and learned effective ways of approaching and resolving them. I cannot overstate my commitment to customer service and my belief that it vital to the success of a company.

Although I haven’t any legal experience I don’t believe that puts me at a disadvantage as a candidate. I have the skills and experience required to be a successful solicitor, a strong academic record, and more importantly an enthusiasm to learn. I have exercised my ability to be a team player as a dedicated camogie player for over ten years and in much of my waitressing experience. I understand productive teamwork and the reality that teamwork can involve helping a struggling or even slacking member of the team as the task result is the priority, not individual contribution.

I have worked in a leadership role and have been trusted with responsibility as a camogie captain and as a senior server at The Savoy Hotel where I was appointed to do cash-up and file sales reports at the end of shifts. I have trained new employees at The Savoy Hotel and even as a new employee myself at Stout NYC. I exhibit my leadership skills by being encouraging and not authoritative as I believe increasing a person’s confidence is key to their development. Furthermore, I have excellent time-management skills and a strong ability to multi-task. I have proven this by maintaining a good academic record while working part-time throughout university, providing efficient service without compromising quality as a waitress, and taking on extra-curricular roles such as being class representative.

I have the academic ability to be an asset to ByrneWallace as a recipient of two scholarships throughout my education. I was awarded one of two All Ireland Scholarships in Tipperary for receiving the highest results in five subjects of students exempt for the Leaving Certificate fee and have recently won the Eversheds Sutherland Scholarship for enrolling in the LLM programme with the highest degree.

I would value the opportunity to build on my knowledge and skills at ByrneWallace and would appreciate the chance to further express my suitability for the role and learn more about the firm. Thank you very much for your time and consideration.

Yours sincerely,

Annie Keane