Knocknacree House

Knocknacree Road,

Dalkey,

Co.Dublin

29th October 2020

Ciara Loftus,

Byrne Wallace

88 Harcourt Stree,

St Kevins,

Dublin,

D02 DK18

Dear Ms. Loftus,

I am applying for the Traineeship Programme in Byrne Wallace. Having followed the success of your firm, I would be honoured by the privilege to contribute.

I graduated in 2020 with a 1.1 BA Social Science degree from University College Dublin. I am currently in the process of studying for the FE1s and I intend to sit my first set in March 2021. I am an enthusiastic, diligent individual with a strong drive to succeed in the legal world. I seek to constantly develop my skills. Over the summer, I completed a variety of courses through Linked in Learning, including courses in Strategic and Critical thinking, Teamwork and Public Speaking.

A career in law is my greatest ambition. I am confident that my academic history, my work experience, aptitude for hard work and ability to show initiative and creativity in any situation equip me with the skills necessary to be an excellent lawyer and would make me an extremely valuable trainee.

I am currently working as an Intern in Hegarty and Associates Solicitors, which specialises in Defence Litigation and Medical Negligence Defence Litigation. I have excelled in this fast-paced environment and have quickly adapted to the demands of a busy legal practise. I thrive working under pressure, finding it to be a stimulating motivator. Interning in a small firm has given me the opportunity to show my initiative by offering creative solutions to varying problems. For example, in the course of preparation for a Circuit Court case, I showed initiative in tracing a crucial witness whose evidence was material in winning the case. As I progressed, I assumed more responsibility and truly believe that the experience gained and the skills acquired will enable me to be a worthy Trainee in Byrne Wallace.

Through working in a law firm and in part-time jobs, particularly in a fine-dining restaurant, I have gained immeasurable experience in communication which enables me to form lasting relationships.

The ability to adapt to constant changes in work and lifestyle in today’s dynamic business climate is crucial. My life history to date has made me flexible and adaptable to every change and challenge which has come my way. For example, in 2015, I relocated to France for four months, I attended full time in a French School where there was no other English speaking individuals and I lived with a French family. I excelled in this environment.

I would love the opportunity to be a Trainee in Byrne Wallace. The would find the intellectual challenges and areas of work extremely stimulating. The supportive environment will allow me to really develop as a solicitor and reach my full potential. I would thrive in a culture where teamwork, innovation and enthusiasm to take on responsibility are all encouraged and rewarded.

Thank you for your time and consideration.

Kind Regards,

Aoife O’Donnell