19/10/2016

**Re: Application for Traineeship**

Dear Sir/Madam,

With reference to the above, I wish to apply for the position of Trainee at Byrne Wallace.

I completed my Bachelor of Civil Law (BCL) degree in University College Dublin in 2010 with a 2.1 (Hons). I also Completed a Master’s Degree in European Constitutional Law in 2013 in the University of Granada.

I have spent the last year and a half working as a Procurement Officer in the legal department of the National Asset Management Agency (NAMA) where I am gaining invaluable experience working in a large legal department and, more specifically, in public procurement. The procurement team in NAMA consists of myself and the Senior Procurement and Contracts Solicitor, who has mentored me throughout my time there. This has given me the opportunity to develop my legal knowledge through researching case law, learning how to properly review contracts and becoming familiar with the various intricacies of procurement law. I have also developed a strong commercial awareness through participating in executive meetings and dealing with external parties engaged with NAMA.

Completing a traineeship in Byrne Wallace would provide me with ample opportunity to build upon my skill set and enhance the skills I have already developed both through my studies and working in NAMA. I recognise and connect with a number of skills and values that are central to the work of a commercial lawyer and believe that I have proven myself to be trustworthy, a team player, responsive and efficient. I am ready and willing to learn and would be extremely grateful to be given the opportunity to learn in an international law firm such as Byrne Wallace.

I sat and passed 4 FE1s (Tort, Contract, Equity and Criminal) in March 2016 and I sat the remaining 4 (Property, EU, Constitutional and Company) in October 2016. I hope to start a traineeship in 2017. I would really appreciate if you would keep me in mind for a position at your firm.

Yours faithfully,

Aoife Coughlan