15 Caroline Court

 Raglan Road

 Ballsbridge

 Dublin 4

Ciara Loftus

HR Specialist

Byrne Wallace

88 Harcourt Street,

Dublin 2

26th September 2019

RE: Application for Byrne Wallace Trainee Programme 2020

Dear Ciara,

I am writing to apply to the Byrne Wallace Trainee Programme. I am a recent graduate of Law from Trinity College and received an upper second class honours degree.

I decided to apply to your programme having attended the Trainee Information Evening, spoken with current trainees and having comprehensively browsed your website. The Trainee Programme at Byrne Wallace is renowned for its excellence so I sought information to verify whether the programme was right for me. I was initially attracted by the flexible department rotation system and training arrangements in place in Byrne Wallace as I would like to build on and develop my existing knowledge and skills across various facets of law and gain a broad experience in different practice areas. The firm’s core values of integrity and excellence further enhanced my decision to apply. I am certain that I would develop and prosper under the innovative, people-oriented and hands-on approach to training and development at Byrne Wallace.

Having worked as a legal executive for thirteen months in the fast-paced property department in OSM Partners, I understand and welcome the level of commitment that is required to contribute and excel as a solicitor. My experience as a legal executive, part-time work and voluntary work has shaped and refined my skillset into being an excellent candidate for the programme. I worked with Permanent TSB throughout my time in Trinity, paying my college fees and rent. This taught me invaluable lessons. On becoming a Senior Agent with Permanent TSB, I supervised staff, reviewed complaints and took on more administrative tasks, all complimenting my four years customer service experience.

The client-focused, team-work founded values held by Byrne Wallace are completely aligned with my own work ethic. I have always enjoyed working in teams, with experience doing so throughout my time in university; academically, through sport, societies and in various part-time jobs. I enjoy working in fast-paced, dynamic environments and I work well under deadlines, applying myself in unpredictable and capricious situations. I thrive on personal interactions and my communication and client-interaction skills have developed and improved through building rapport with clients in my various part-time jobs in customer service.

After completing my degree, I spent the following year travelling and catching up with family and friends abroad. This time away from Ireland and working allowed me to return in the knowledge that I am ready to fully immerse myself in training and career progression.

I would welcome the opportunity to take part in your Trainee Programme and to create a foundation upon which I could build a career with your firm in the future.

Thank you for considering my application. Please find my CV attached. I look forward to hearing from you.

Yours faithfully,

Aoife O’Brien

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085-7880927