**Benjamin Lally**

Legal Assistant

0838371159

[benlally14@gmail.com](mailto:benlally14@gmail.com)

99 Sandford Wood, Swords, Co. Dublin

Dear Sir/Madam,

I am writing this letter to express my deep interest in the 2025 Traineeship at Byrne Wallace. I am a young, highly motivated legal graduate and aspiring solicitor, having completed my degree in law with 2:1 Honours at Dublin City University in 2022. I am currently working as a legal assistant at Madigans Solicitors, an esteemed general legal practice based in Dublin 2, while studying for the FE-1 examinations, five of which I have passed so far, with my aim being to have completed all of the examinations by March of next year and to commence a traineeship with a legal firm as soon as possible thereafter. Therefore, this opportunity has caught my eye. Having read about your company online, I am extremely impressed. I believe that Byrne Wallace, as one of the country’s leading legal firms, would be the ideal place to pursue a career as a solicitor.

Over the course of my studies, I have gained a great deal of knowledge about a wide range of legal areas, and have developed numerous essential skills including research skills, written and oral communicative skills, analytical and problem solving skills and basic IT skills including Microsoft Office and Excel, all of which I believe would be of great use to me as an intern at your firm.

Furthermore, my current position working as a legal assistant at a busy solicitors’ office has given me invaluable hands-on experience in a legal environment, performing a wide range of tasks on a daily basis including liasing directly with clients via telephone, email, and by post, drafting and editing letters and important legal documents such as notices in court proceedings, printing, copying and scanning documents, managing online and physical case files, undertaking legal research, lodging documents in the courts and more.

Prior to my current job I have worked in a number of fast-paced retail and service industry environments, as a result of which I have extensive experience working efficiently while under pressure, both independently and as part of a close-knit team. I consider myself a reliable and resourceful person, a hard worker and a fast learner, capable of adapting quickly to new environments and shifting workloads, and I am confident these qualities will enable me to thrive while working at your company. In every workplace I have always made it my goal to provide the highest possible standard of service to customers, clients and coworkers, and this is an attitude that I would take with me to Byrne Wallace.

I believe I have the experience, qualifications, and the commitment necessary to make an excellent contribution to your team at Byrne Wallace, which I would love to be a part of. Therefore, I sincerely hope that you will consider my application for this internship. Thank you for your time.

Kind Regards,

Benjamin Lally