

Attn: Graduate Recruitment  
Byrne Wallace  
88 Harcourt St  
St. Kevin's  
Dublin  
D02 DK18

29 October 2020

To Whom it May Concern,

I am writing to apply for the Trainee Solicitor Programme 2021, currently being recruited for by your firm. I am an LLB and LLM graduate and recently completed all 8 FE-1 examinations.

Currently, I am the Legal Assistant at Etsy - a multinational e-commerce company, that joined the S&P 500 Index this summer. In this role, I support three distinct teams within the legal function of the company. This includes the Commercial Legal team (also encompassing Product, IP and Privacy), the Corporate and Securities team and the Compliance team. As you can imagine, this role involves supporting a large number of lawyers and non-lawyers on a wide variety of legal issues. As I began in this role during lockdown in April, I was onboarded fully remotely and have never been to the physical office. This was an interesting experience, but one I've taken in my stride. I proudly received an "Etsy Guiding Principle Award" for my commitment to my legal skills and for consistently exceeding expectations.

Due to the flat and lean structure of the overall legal team, I report directly into the Chief Compliance Officer and Assistant General Counsel. I am comfortable dealing and interfacing with senior management and directors, as this has been a prominent feature of my role from the outset. This opportunity at Etsy has provided exciting hands-on experience in a diverse range of legal areas. Supporting the entire multi-jurisdictional legal team, combined with the incredibly fast-paced environment and lean team structure has allowed me to become heavily involved in a variety of large projects and contribute in a meaningful way. I have autonomy and am trusted to interface with both internal clients and external suppliers, as well as negotiate on the Company's behalf. I have developed a good working relationship with my vast client-base, with Etsy's cross-functional teams and of course with the lawyers whom I support.

I believe my knowledge, interest, experience and drive make me an interesting match for Byrne Wallace. I am an enthusiastic and hard-working self-starter seeking the opportunity to qualify with your progressive and innovative firm. I am confident that I possess both the hard and soft skills required of a successful trainee, and I believe that my life experience, as well as purely professional experience, is an added bonus.

My previous experience includes working for a large, regulated, financial services company in New Zealand, where my primary focus was to ensure we were compliant with changing regulation by identifying gaps in our training material and organising the creation of new material to fill these gaps. Prior to that role, I performed the HR and legal functions of a private start-up home health care company and preceding that I interned at United Nations Refugee agency, UNCHR, where I was involved in the development of training material for field workers to ensure compliance with applicable laws and standards in the field. As you can see, I have experience with regulation and compliance in a variety of different types of organisations.

Please see attached my CV which expands on my experience in more detail. If you feel that I could possibly be a good fit, I would be delighted to speak to you further about the position. Please don't hesitate to contact me at (085) 845 8126 at your convenience.

Best Regards,

Caitrina Chahin