

63 Pembroke Road
Ballsbridge
Dublin 4

88 Harcourt Street
Dublin 2

30th September 2019

To the Manager of the Trainee Programme,

I am interested in applying for the traineeship with ByrneWallace, as advertised on your website. I recently completed a Postgraduate Diploma in Law at the Law Society of Ireland. I have been awarded five FE-1 exams to date and aim to complete the remaining three exams in October 2019. I have a Master's degree in Political Science and Public Policy from Trinity College Dublin. I have significant experience working in the financial services sector, the diplomatic corps, within non-governmental organizations, and within the private sector.

I would like to build a career at ByrneWallace because I have developed a genuine interest in law due to legal research that I have conducted with REDRESS and Amnesty International. REDRESS is a non-governmental organization that seeks reparations for survivors of torture. I proved myself to be versatile which is reflected in my ability to adapt to different situations and demands as the need arose. I researched and produced a Child Protection Policy (in line with current child protection legislation in the UK) which having been approved by the Director is now an official policy in the workplace. This reflects my ability to analyse complex information and to put forward practical recommendations for action. I worked with Amnesty International Ireland on their 'Healthcare Guaranteed' campaign. This campaign was directly related to Irish health and economic policy. It required a thorough understanding of the legislative process and how policy is made in Ireland because the overall focus of the campaign was to ensure that the Irish government committed to an individual legal guarantee of equal access to healthcare. I undertook research relating to constitutional law and the Irish healthcare system. I applied the knowledge I gained by drafting and compiling a campaign strategy for my colleagues with the aim of maximising the effectiveness of the Section's outreach work in relation to the constitutional convention. This illustrates my capacity to plan projects in detail and to anticipate problems.

I feel that I have the right skill set to excel at your firm in terms of interpersonal and communication skills for client engagement, problem solving and attention to detail. I currently work for Brown Brothers Harriman & Co. which has given me an insight into the financial services sector. I manage internal and external communications for the Managing Director of BBH Fund Administration Services. I record minutes at Senior Management Committee meetings which are submitted to the Central Bank of Ireland as part of their PRISM Engagement meetings with the Firm. I contribute to our quarterly board reports by incorporating financial reporting that I conduct on a monthly basis into our client asset report, which requires a thorough attention to detail. I spent eighteen months working for the U.S. Department of State at the U.S. Embassy in Ireland. I was the Protocol Assistant where I served as the Embassy liaison with the Office of An Taoiseach, Department of Foreign Affairs and other Irish Government offices on all protocol issues. I actively coordinated meetings on behalf of the U.S. Ambassador to Ireland with stakeholders from all sectors, including other diplomatic missions, government dignitaries, business leaders and the public. Given this experience, I am confident in communicating with stakeholders at all levels.

I am interested in pursuing a traineeship in commercial law at ByrneWallace because of the diverse portfolios that corporate solicitors have. For example, ByrneWallace was honoured as advisers on twelve of the transactions shortlisted for Finance Dublin Deals of the Year Awards 2019. Your trainee programme sounds well structured with rotations and skills development delivered in conjunction with the Professional Practice Course. It is appealing that trainees are encouraged to work alongside partners because they will be exposed to work of the highest caliber and I feel that I would thrive in this environment. Furthermore, it is an excellent opportunity to learn from an expert and to build working relationships. ByrneWallace has an excellent reputation having been awarded Top Legal Advisor in the Public Sector 2019 by Public Sector Magazine. I believe in ByrneWallace's core values of being driven to achieve excellence in everything you do. Your corporate social responsibility programme and pro bono work are excellent ways of contributing back to the community and helping those in less fortunate circumstances. This resonates with me because I enjoy contributing back to the community. I assist with the organization and coordination of a fundraising quiz every Christmas for North West Cancer Care. In my professional capacity, I have volunteered to be a member of the Sustainability Network at Brown Brothers Harriman which promotes environmental awareness and responsibility.

Overall, what stands out to me about ByrneWallace is the fact that you accept students of any discipline. I come from a socio-economically disadvantaged background and I was the first person in my family to attend university. It took me a few years to figure out what career path I would like to build, and I have committed to joining the legal field by doing a

Postgraduate Diploma in Law at the Law Society. I strongly believe that I have the skillset to engage credibly with clients and colleagues alike. I believe that my degrees, combined with my experience make me a suitable candidate who will bring a dynamic and diverse range of expertise your office. I carry myself with a positive disposition and I enjoy working with people but I am also able to work using my own initiative. I hope upon consideration of my application you will be persuaded of my potential to perform well and to make a real contribution to your Firm. I am contactable at any time and I look forward to hearing from you.

Yours Faithfully,
Caitriona Sweeney