

# Caoimhe Costello

Maidenhill House, Rosehill, Kells Road, Kilkenny.  
+353857777934  
caoimhe.costello92@gmail.com

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Beth Onslow  
HR Administrator  
ByrneWallace  
88 Harcourt Street, Dublin 2  
T: +353 1 6915237  
bonslow@byrnewallace.com

Dear Beth,

I would like to apply for the Trainee Solicitor Programme in ByrneWallace. I have a Bachelor of Business and Law from University College Dublin, where I gained a 2.1 in my degree. I passed all eight FE1 examinations over the course of two sittings.

I recently started working as a Paralegal in an asset management company, Pioneer Investments. Pioneer encourages question asking and it has an open door policy to encourage the development of work skills and knowledge. This has given me the opportunity to learn quickly. ByrneWallace's open door policy, internal training and team spirit would provide a similar structured environment for growth. I would like to learn practically in an environment where partners and associates provide guidance to trainees and I believe ByrneWallace would provide a strong support system in this regard.

At Pioneer, I work under a Solicitor in a very niche area of funds (ISDA Master Agreements). Organisation is of paramount importance in the process of executing documents. I keep track of numerous brokers and what stage they are at in the execution process. I persistently follow up on previous communications to ensure the timely execution of documents and to maintain a good working relationship with brokers, to ensure we work together on future documents and to comply with regulation deadlines. This has given me the ability to prioritise my work, which is crucial in fast-paced companies like ByrneWallace.

Teamwork plays a big role at the firm. I regularly attend meetings with members of other departments to discuss new fund launches. When negotiating fund onboarding with brokers, any queries or questions from brokers must be dealt with effectively. The legal department sets up calls with brokers to discuss issues with members of the risk department and with portfolio managers. These negotiations are particularly important to the ISDA contracts with more influential brokers. This experience has given me the ability to prioritise my work, which is crucial in fast-paced companies.

I have well-established communication and customer service skills, which I have developed from working in customer/client focused companies until recently. From December 2014 to September 2017, I worked as a Sales Assistant in Vero Moda. Customer service is a very important marker of sales performance. While working with customers I was friendly, polite and approachable. I understand that face-to-face communication leaves a lasting impression on clients. While working in Vero Moda I was determined to sit the FE1s while I remained in

employment. I had to balance work and study which has improved my time management skills.

I believe my experience and skills to date would allow me to thrive in the ByrneWallace Training Programme. Thank you for considering my application. I look forward to hearing from you.

Kind Regards,

Caoimhe Costello