Carl Delaney

Human Resources, Byrne Wallace LLP, 88 Harcourt St, Saint Kevin's, Dublin 2, D02 DK18

September 28th, 2024

**Dear Sir/Madam,**

I wish to apply for the Trainee Solicitor Programme 2025 with Byrne Wallace. In 2019, I attained a 2.1 in Business and Law from Maynooth University, and I have also completed my FE-1 Examinations for the Law Society of Ireland. With my skills and qualifications, I feel that I can provide support services to your Legal Staff, who will be advising your clients on a wide range of Corporate Law issues.

While pursuing a Business & Law Degree at Maynooth University, I developed knowledge of Company Law, and with my Legal Internship at Coca-Cola Ireland, I was able to apply this knowledge and gain hands-on experience. In my role, I managed and completed a review of the Legal Department’s non-archived documents to ensure that documents were relevant to current legal matters. Another project that I produced was a company-wide analysis on the Record Retention Policy within the business unit which affirmed that our Retention Policy was following Irish Law. I also assisted the In-House Counsels on projects relating to Finance and led a review of Coca-Cola’s Board Logs for 2019 and 2020 to outline common legal issues brought before the Board of Directors.

Throughout my time at Pepper Finance, I supported the Portfolio Managers and the wider Commercial Property Team. As part of my role, I oversaw their documentation execution process, which included scanning, photocopying, and printing documents, organizing the signing and the execution of legal documents under the Power of Attorney, and by our In-House Counsel. Plus, I also processed invoices on behalf of the company. During my time as an SDR with Infosys, I have also demonstrated a strong determination and ability to reach the sales targets I was given, and that I can communicate with a wide range of people from all walks of life.

My previous experience illustrates that I have strong attention to detail, good organizational and administrative capabilities, and the ability to work on my initiative or within a team. Together, I believe my educational background and work experience makes me a suitable candidate for the position of Trainee Solicitor with your firm. I have attached my resume highlighting my academic and professional skills and look forward to hearing from you in due course. I appreciate your time and consideration.

**Yours faithfully,**

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**Business and Law Graduate**

CARL DELANEY