**To the Graduate Recruitment Manager**

My name is Carol Cassidy. I am a Stage 4 Law student at University College Dublin. I wish to become a Byrne Wallace Trainee as it would be an honour to work for such a prestigious Irish law firm. Given the firm’s full service nature of work and excellent reputation, I believe Byrne Wallace will give me the professional foundations to kick-start my career in law. Not only will a Traineeship in Byrne Wallace allow me to reach my full potential professionally, but through the firm’s commitment to education and personal growth through social activities, well-being and corporate social responsibility initiatives, my personal development will be fostered. It is my aim to practice in a law firm that recognises their people as their most important resource. Byrne Wallace will allow me to fulfil this aim. It is for these reasons Byrne Wallace has always been the law firm that has appealed to me the most.

I believe I am an excellent candidate for a Traineeship at Byrne Wallace as I demonstrate hard work and commitment in all aspects of life. I have the ability to balance my college timetable, long working hours, a social life and extracurricular activities all while striving for excellence. Alongside my studies I have maintained four jobs. During term time I work one day a week with Johanna Lacy Solicitors as a legal intern. This has furthered my legal knowledge primarily in the area of Residential Properties and Land Transactions. I provide Irish Grinds every fortnight to a 5th year student. I also work as a part-time Bartender usually one night a week. Furthermore I hold the positions of both Healthcare Support Service Provider and Student Support Service Provider with Servisource Healthcare Agency. I am well equipped to deal with long working hours, which is characteristic of life of as trainee in a large, fast-passed and progressive firm like Byrne Wallace. During the Covid-19 Pandemic I worked on the frontline in an acute healthcare facility, I would frequently work 48 hour weeks while simultaneously completely my degree online. My work ethic is unmatched and I believe my drive is a key characteristic of a future trainee at Byrne Wallace. My involvement in numerous extracurricular activities reflects my ambition not only to develop professionally but also personally. Throughout college I have held the positions of Student Legal Services Sponsorship Office, Sub-aqua club (scuba diving) Training Officer, DataSoc Head of Sponsorship and I have also acted as a Consultant for the Irish Student Consulting Group on a Project aimed to aid the Movember Foundation. I consider the above activities to be hugely significant in demonstrating my level of commitment, perseverance, motivation and consistency in order to achieve my goals. While often my schedule proves difficult to handle, it has not adversely affected my academic performance. As a UCD Entrance Scholar I have consistently maintained a high 2.1 grade. This achievement not only proves my ability to others but most importantly to myself that I am capable of working hard to achieve my goals. Byrne Wallace values excellence in the provision of client services and legal expertise, a standard that can only be achieved through a team of people who embody hard work, commitment, dedication and perseverance. The above demonstrates my ability to embody these values.

In summary, I wish to become a Byrne Wallace Trainee because I believe I possess the skills and qualities suited to a career in a progressive and diverse firm. I appreciate the firms drive to excel and maintain their impressive reputation. This Traineeship would be an exceptional opportunity for me to develop personally and professionally and I hope to eventually become a valued member of your firm. Therefore I would be extremely grateful if I was offered a place on the Trainee Programme.

Thank you for taking the time to review my CV and cover letter. I look forward to hearing back from you.

Yours sincerely,

Carol Cassidy