18/2a Fourth Avenue

 Mt Lawley

 Perth

Western Australia 6050

23 October 2015

To whom it may concern

I wish to apply for your 2016 Traineeship Programme as advertised on the Firm’s website.

Completing the Government and Public Policy BSc degree course has provided me integral skills which I have constantly relied upon and developed since entry into the workplace. Over the four year duration of the course, group projects and presentations were highly promoted and obligatory to the curriculum.  It wasn’t long before I gleaned the dynamics of how to work harmoniously as a team member and in so doing, made some lifelong friends. Nevertheless, this did not detract from my ability to work based on my own initiative with the majority of my top marks being awarded in modules where no group work component was involved. While I availed of all the legal modules available on the course, I was ambitious for a better grounding in the practice and application of the core legal principles studied. In turn, this lead to my completion of a diploma course in “Professional Legal Studies” in Griffith College Cork where I graduated with distinction, entitling my enrolment to the Irish Institute of Legal Executives. The modules studied as part of this diploma had untold practical relevance to the Legal Secretarial/Executive positions I subsequently gained employment in. Eager to again build upon my legal knowledge and establish a career, I commenced professional practice courses through Griffith College to facilitate my entrance exams into the Law Society, with the ultimate goal of being admitted to the Roll of Solicitors.

Of course, my initial interest in the legal sector was not instigated by study but rather, by a particular Family Law Solicitor, Mary Dorgan Solicitor, for whom I undertook a short stint of work experience for while in transition year in Secondary School. She continued to encourage my curiosity employing me both part-time and full-time as an office assistant from the summer of 2003 – 2007 to work around my school and college hours. My familiarity with family law proceedings and conveyancing settled over that time and that work experience is one of my most memorable and highly treasured experiences. In April 2007, as part of fourteen weeks of work experience required under my degree course, I accumulated further legal understanding under the guidance of Gerard Murphy, Solicitor. The bulk of this work experience was dedicated to assisting Mr. Murphy with his longstanding High Court litigation cases. Undoubtedly, this was a tough job but the feedback will be forever motivational.

By the time I commenced part-time with Lillian O’Sullivan Solicitor (primarily family law, employment law, debt recovery and conveyancing practice), I felt I was flourishing in the role of Legal Secretary/Executive through positively applying my diploma studies while simultaneously, studying for my first FE-1 sitting. Although, I passed the exams I studied for the April FE-1 2011 sitting, a break from life was required at that point and I chose to travel to Perth, Western Australia. Notwithstanding, I was dedicated to continuing on with the professional practice courses through Griffith College to sit the remaining FE-1 exams.

In Western Australia, I secured a temporary contract as a Legal Secretary with the State Solicitor’s Office. Being part of such a large staff was a new but pleasant experience for me as it opened up opportunities for alternate work to the mundane, including assisting with responses to requests from prisoners for the royal prerogative of mercy to be exercised. While I had learned about the royal prerogative of mercy in my studies, I never imagined I’d be privy to the legal considerations used to weigh up whether or not to exercise it. This placement was a fruitful experience, spring-boarding me into the position of Executive Assistant with the State Ombudsman’s office of Western Australia. Providing assistance to the senior members of staff required that I be part of all the teams they headed up including complaint resolution, legal services and strategic services which in turn, allowed me a unique opportunity to experience first-hand how complaints from the public are analysed, investigated, resolved and ultimately recorded to meet key performance indicators. What thrilled me most was observing the senior staff when investigating complaints against government agencies, actively using statutory methods of interpretation and fundamental rules of law in making their findings. Currently, I am employed fulltime as a paralegal with a workers’ compensation firm, as per my C.V below. The work can be repetitious at times as it is focused on a niche area of law concerning primarily one Statute. However, when preparing pleadings for negligence cases, it is very similar to the process followed in the Irish Jurisdiction and I thoroughly enjoy this aspect of my role and the independence that’s required to do it.

Throughout my work history in Perth, I have maintained my commitment to my studies, flying back and forth to sit my FE -1 exams and as you will note from my C.V., the result of my final exam is awaited. I have worked hard in Australia to ensure that when the time comes for my traineeship, I am financially sound, so as to enable me to enjoy the training without distraction and be entirely career focused. Exposure through a traineeship to the areas of expertise ByrneWallace specialise in, which are so vast and varied far beyond what I’ve encountered in any of my previous work placements, would be a special unique experience which I would strive to be brilliant in if given the chance. Upon reading up on the firm’s Trainee Solicitor Program, I thought the rotation system employed is very clever and would be beneficial to me as while I thoroughly enjoy litigation, I’m unsure as to what other areas of law I might like to practice in. Learning is my passion and partly why I view the occupation of a practising solicitor with so much admiration is that he/she is forever learning. I wish this career so much for myself and I’m anxious and excited to further it. I understand from *The Legal 500* that ByrneWallace is one of the leading law firms in Ireland and it is for this reason that I make the within application to your firm. Simply being a good lawyer is not enough for me, I want to be “first class” and to do so, I need the best training available. I firmly believe that ByrneWallace holds this opportunity for me, should I be successful in gaining a traineeship with the Firm.

Your consideration of my application for your Traineeship Programme and any feedback you may have in relation to same would be most appreciated.

Please note my residence in Australia is temporary and should I secure an internship and/or traineeship, I will be making arrangements to return to further my career forthwith. Meanwhile, please do not hesitate to contact me (details as per my C.V.) should you have any queries in relation to my application.

Thank you for your time and I look forward to hearing from you.

Yours sincerely

Carol Ginnifer