

Altona
Leopardstown Road
Foxrock
Dublin18 X9K6
21 October 2015

Crona McLoughlin
HR Manager
Byrne Wallace
88 Harcourt Street
Dublin 2

Dear Ms McLoughlin,

I wish to apply for a traineeship at Byrne Wallace. Your attractive training programme appeals to me as it is designed to enable trainees to become excellent lawyers. Your structured programme gives trainees exposure to various practice areas. My work experience in litigation and dispute resolution, banking, intellectual property and tax are highly relevant as they are among the services that your firm provides to clients.

I have completed internships in corporate law firms both in Ireland and the US. I am currently working as a paralegal in LK Shields Solicitors where I provide support to the Litigation and Dispute Resolution and IP teams. I have prepared booklets of pleadings and carried out research assignments on various legal issues. I have also attended networking events and seminars. This experience has improved my knowledge of court procedures and my organisational skills.

I have also completed a placement in the tax and media departments of Philip Lee Solicitors. In the media department I prepared and filed CRO forms, incorporated companies and drafted contracts. In the tax department I completed tax returns, drafted advices to clients and carried out legal research.

In June 2014 I did an internship in A&L Goodbody where I did legal research in the banking department.

I gained extensive experience as an intern in IP Horgan, a law firm in Chicago. I conducted initial case reviews, legal research and updated the database. I also liaised with attorneys in multinational corporations.

I worked as a clerical officer in the Legal Aid Board where I provided administrative support to solicitors and dealt with queries from clients.

I have good commercial awareness and knowledge of European affairs. I recently completed a traineeship in the Secretariat-General of the European Commission. My main tasks were to analyse the political dialogue between the institutions and national Parliaments and contribute to briefings for the President and Vice-Presidents of the European Commission. I also conducted research, attended meetings at various EU institutions and committees and wrote reports. Prior to this, I worked as a research assistant in Leinster House where my role included speech writing, research and preparing briefings.

I understand that this position will require excellent leadership potential and strong interpersonal skills. I was elected class representative of my European Studies M.Phil. class and I was a member of the Graduate Students' Union Council. I developed strong research and analytical skills whilst researching my Masters dissertation, for which I was awarded first-class honours.

I am confident that my educational background, relevant experience and skills make me an suitable candidate for a traineeship at your firm and I look forward to hearing from you.

Yours sincerely,

Caroline Corcoran