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Byrne Wallace,

88 Harcourt Street,

Dublin 2

Dear Sir/Madam,

I am interested in applying for a position on the Byrne Wallace Traineeship Programme. I am currently attending University College Dublin, studying for my master’s degree in Intellectual Property and Information Technology Law. I obtained my Bachelor of Laws from Trinity College Dublin in 2017, graduating with a 2.1 degree and in the top one third of my class. Since graduating from my undergraduate degree, I have gained a lot of valuable work experience, most notably, in the field of law as a paralegal in a corporate law firm and a legal assistant in a major telecommunications company. I have also passed six FE-1 exams to date with a view to completing the final two exams in 2022. The Byrne Wallace traineeship programme is second to none and would provide me with the necessary skills and expertise to become a successful lawyer.

I would choose Byrne Wallace over other firms for many reasons. Firstly, the variety of different areas in which trainees can train is very appealing and would provide me with an insight into which practice area would suit me best. I believe I would particularly enjoy Litigation and Dispute Resolution as I am a person who loves to be challenged and thrives under pressure. The fast-paced and exciting nature of this work is very appealing to me. I would also love to get the opportunity to explore Intellectual Property as I am specialising in this area for my master’s degree. It is an area which is very exciting and of great importance in the current digital age. During my experience working as a paralegal, I discovered that I very much enjoy investigation, research and drafting so I would also be eager to gain experience in an area which focuses on these skills. I would be excited to gain experience in many different areas as I have a wide ranging interest when it comes to law and I am always eager and willing to learn.

Secondly, the programme enables trainees to have a hands-on-approach. This is definitely a pull factor for me as I believe that the best way to learn is through practical experience. Trainees get the opportunity to work directly with the firm’s clients which ensures that they receive the best possible experience and training. I believe I would thrive in the programme as I enjoy taking on challenging work and working in busy and high-pressure environments. Byrne Wallace also provides trainees with a Learning and Development Programme which includes seminars on legal topics delivered by experienced practitioners. The support that trainees receive, with regular meetings with one’s assigned partner is also an incentive for me to apply.

Thirdly, Byrne Wallace stands out because of it’s strong client focus. I appreciate and understand the importance of building strong client relationships through my experience as a paralegal. My ability to engage with the clients and communicate effectively with them was very beneficial in that role. I have also learned through my experience working in South Korea as an English teacher, that I have an excellent ability to build a rapport with people. I built and maintained essential and important workplace relationships, despite language barriers and cultural differences. This quality is essential in many aspects of life, but especially in the work place as I believe that when people work harmoniously together, the best work can be achieved.

I have many skills which make me an excellent candidate for a place on the traineeship programme. Firstly, I have excellent intellectual abilities. I graduated in the top one third of my undergraduate class in Trinity College Dublin. I enjoy challenging my mind academically. I am a person who loves to continuously learn new things and I am always open to new opportunities and experiences. I am currently undertaking my master’s degree in University College Dublin, specialising in Intellectual Property and Information Technology law. I have a particular interest in the intersection between law and technology, the issues that arise as a result of the fast pace of innovation as well as the ways in which intellectual property rights are exploited in online environments as a result of technological developments. My intellectual skills were also highlighted by the solicitors in my previous role as paralegal with Fieldfisher. My ability to analyse material and produce well structured, detailed legal summaries led to me being chosen out of a large group of paralegals to work alongside a team of solicitors on a special project for the client. My intellectual abilities as well as my willingness to learn and grow have been of benefit to me in the workplace.

Secondly, I am a team player. I believe that the best work is achieved when people work together for the attainment of a common goal. I have appreciated the value of teamwork most recently in my role as a teacher in South Korea. Although I was a homeroom teacher, who had sole responsibility of leading, instructing and engaging a class of 20 students, I learned the importance of working with my co-workers to develop lesson ideas and create original learning materials. Once a week, I initiated a meeting with the teachers that taught the same grade. Together, we developed a plan for the month and I delegated duties in order to ease our workloads. Coming together to share ideas and create work materials greatly improved not only the quality of the lessons for the students but it contributed to a much more collaborative, communicative and well-functioning work environment. Furthermore, in this role, I found the importance of initiating meetings with the director and manager to discuss individual student progress as well as general classroom updates.

Thirdly, I am a very self-motivated person who often displays initiative. When working in Fieldfisher, I worked on a team which was undertaking an investigation of misconduct which involved a quality review of a large volume of files. I was asked to draft a report on one of these files. The file had already gone through a preliminary quality review where it was deemed to be a normal file. The file was handed to me for a second quality review. I noticed that it was a rather large file which made me question whether it really was a normal file that had not been tampered with. I have a keen eye for detail and am quite meticulous worker, so I took initiative to do a detailed investigation of the file, just to ensure that it had no issues. As result of my investigation, several issues with the file came to light. I brought it to the attention of my superior and as a result, a lengthy discussion concerning the quality review procedure, was discussed at a meeting. It was found that the procedure being used for the project had to be reviewed as my discovery revealed a flaw with the system. This was a significant achievement and it was through my self-motivation and keen eye for detail that these issues were discovered. I also used great initiative in bringing it to the attention of my superiors as well as helping to resolve it at the team meeting.

The chance to train at Byrne Wallace would be an amazing opportunity and honour. I believe that my passion and dedication to a career in law as well as my high academic ability and many work experiences make me a strong candidate for a position on the traineeship programme. I hope to get the chance to interview with you. Thank you for your time and consideration.

Yours faithfully,

Caroline Keaveny