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Byrne Wallace,

88 Harcourt Street,

Dublin 2

Dear Sir/Madame,

I am a recent graduate of Trinity College Dublin and I am very interested in the traineeship programme at Byrne Wallace. I have career goals that I am very motivated to achieve and I believe that the Byrne Wallace traineeship programme is the best way for me to achieve these goals.

The focus of the traineeship programme on the practical application of the law is definitely an incentive for me to apply. Byrne Wallace empowers its trainees to achieve their very best by providing all the support needed through structured training and development programmes as well as on the job support. In this way, the programme ensures that the transition from college to the work place is as smooth as possible which makes the learning process very effective.

The many areas in which trainees have the opportunity to train is very appealing and would give me an insight into which practice area would suit me best. I would be particularly excited to spend time in the litigation and dispute resolution department. My experience interning at KOD Lyons has sparked my interest in this area because I have found that I enjoy the research and preparation that goes into cases. I have also come to appreciate the legal technicalities involved as well as being able to take a step back and see the big picture and practical issues at hand.

Byrne Wallace stands out because of its strong client focus which is demonstrated by having received the Excellence in Client Service award and Ireland Client Service Firm of the Year 2017. I appreciate and understand the importance of building client relationships through my experience working in customer service. From my experience, I have found that engaging with people and being friendly is the most essential step in building customer relationships. My excellent communication skills and ability to easily build a rapport with customers are skills that are transferrable to my legal career.

I have many skills which are essential for a career in law. Firstly, I have high academic capabilities and have graduated with a 2.1 degree from Trinity College. I have a particular interest in areas such as corporate law, employment law and IT law. I wrote a research essay for IT law which explored section 33 of the Criminal Justice and Courts act 2015 and received a first-class honour for my work. I have an interest in technology and so the focus that Byrne Wallace has on being progressive and forward thinking is very appealing to me.

Secondly, I am a person who displays initiative and often seeks out challenging experiences. For example, during my internship at KOD Lyons, I volunteered to travel to Cork to meet with a client for one of the solicitors. I have also displayed initiative during my part time job in Yankee Candle, where I stepped up to manage the sales team which had the result of increasing our sales. Thirdly, I am a team player and have learned from working on group projects in college that the best work is achieved when people collaborate together.

Lastly, I have a strong sense of commercial awareness. I have developed this through working in the real world and from keeping my eyes peeled on current affairs. My interest in business will allow me to adequately apply my legal knowledge in a way that will enable my client to pursue their business objectives. The Byrne Wallace traineeship programme is second to none and will allow me to develop all the skills necessary to become an excellent corporate lawyer.

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