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Byrne Wallace,

88 Harcourt Street,

Dublin 2

Dear Sir/Madame,

I am interested in applying for a position on the Byrne Wallace Traineeship Programme. I graduated from Trinity College with a 2.1 degree in law in 2017. I have spent the past year gaining experience in the field, working as a legal assistant and paralegal. I have also sat, and passed three Fe1 exams to date. 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 have the opportunity to train is very appealing and would provide me with an insight into which practice area would suit me best. I believe that I would 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. During my current job I have also learned 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.

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. 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 ones assigned partner is also an incentive for me to apply.

Thirdly, Byrne Wallace stands out because of its strong client focus. I appreciate and understand the importance of building client relationships through my experience working in customer service. I worked as a waitress in the Hamptons during my J1 where an essential aspect of my job was engaging with the customers and providing excellent customer service. I have learned that I have an excellent ability to build a rapport with people. This is a quality that is essential in the work place as I believe that when people work harmoniously together, the best work is achieved. In my current job, I deal directly with complainants over the phone. My ability to engage with people and communicate effectively with them has been very beneficial in my role.

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 1/3 of my class with a high 2.1 degree. I thrived in college and enjoyed constantly being challenged. I am a person who loves to continuously learn new things and am always open to new opportunities and experiences. My intellectual skills have been highlighted by the solicitors in my current role as paralegal with McDowell Purcell. 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. I have garnered a lot of experience working in the corporate world since graduating last year and it’s through this experience that I have developed a keen sense of commercial awareness.

Secondly, I am a team player. I believe that the best work is achieved when people work together in the attainment of a common goal. In team situations, I am always willing to take the lead as I have a natural ability to bring people together. For example, in college, I was chosen as the leader of an important group project. We took a majority vote in order to choose our topic but difficulties arose when one of the team members was unhappy that their idea was not chosen and refused to work on the chosen topic. This member was unwilling to see anyone else’s point of view which created a lot of tension and had an impact on our progress. I met with her individually and we discussed her issues with the project. Ultimately, she began to understand the negative impact she was having on the team and I was eventually able to convince her to cooperate with the team.

Thirdly, I am a very self-motivated person and often display initiative. For example, while working on a project during my current role as paralegal, I was asked to draft a report on a file. This particular 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. It is normal practice in this scenario for a quick review of the file to be carried out and a standard report to be drafted as it should, in theory, reflect the preliminary report. However, as I am quite meticulous in my work I decided to do a relatively detailed investigation of the file, just to ensure that it had no issues. As result of my investigation, a number of 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 as a whole, 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 is a significant achievement 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