Apartment 81

Hampton Square

Navan Road

Dublin 7

Byrne Wallace

Solicitors

88 Harcourt Street

Dublin 2

Date: 21 October 2015

**Re: Application for Traineeship - 2016 Intake**

Dear Sirs,

I wish to apply for a position as a trainee within your firm for the 2016 intake and enclose herewith a copy of my Curriculum Vitae for your consideration. I am currently working in Byrne Wallace as a legal executive within the Banking Department.

I recently passed 7 FE1 examinations and I am currently awaiting the result for the eighth examination. Prior to achieving those examinations, I obtained a first class honours law degree in June 2014. I believe that my broad range of experience makes me a very competitive candidate for this position. I have gained valuable experience as a legal executive across a number of areas.

As you will see from my Curriculum Vitae I have an extensive range of skills, for example drafting various legal documents to reviewing and drafting policy initiatives for Government. I am organised, adaptable, motivated and most of all a team player. I have a proven ability to work well under pressure and successfully meet deadlines whilst also studying part time.

In my previous role as a legal executive within the National Transport Authority, I managed an extensive caseload, which also involved daily, weekly and monthly reporting. This role also required a considerable amount of travel, attending with Counsel in District and Circuit Courts throughout the country and required an excellent understanding of the courts system.

I believe Byrne Wallace provides one of the best trainee programmes in Ireland. I am attracted to the ethos and vision of the firm. In my short time with the firm thus far, I have especially enjoyed partaking in the Learning & Development programme. Should I be successful in my application, I would welcome all opportunities to develop and strengthen my practical knowledge and experience of the law.

I have to date followed a career path that has allowed me to constantly learn and develop my skills set. I have come to realise that not only do I need to understand the law, but it is also essential that I understand the client's business and the many diverse areas of law that can impact upon those clients. From gaining this practical insight, I have come to realise the immense effect the law has on people's lives and the importance of interpreting law effectively.

I believe Byrne Wallace provides the necessary skills, knowledge and expertise to make a successful transition from a law student to a qualified lawyer. I wish to be part of a team that allows me the opportunity to enhance my knowledge of the law and develop a career that allows for lifelong learning.

I would be obliged if you would consider my application for this position. If you have any queries in relation to my Curriculum Vitae please do not hesitate to contact me and I look forward to hearing from you in due course.

Yours faithfully,

Catherine Finn