129 St. Lawrence Road

Clontarf

Dublin 3

20 October 2016

Dear Sir/Madam,

I am writing to you to formally submit my application for a role in the trainee development programme in Byrne Wallace. I am a graduate of Dublin City University with a 2.1 degree in Law and Society. I completed my first four FE1’s in my first sitting last March, I sat two more this past month and I will complete my exams in March 2017.

After I completed my degree, I focused on building on the knowledge I had learnt during my degree by gaining professional experience and developing the skills and professional decorum required of a legal professional. I started working in ION Trading Ireland Limited as a Legal Executive in their global in-house legal employment team and then moved to their global in-house commercial team while also helping with company secretarial matters and procurement projects.

This has given me great experience in direct interaction with a variety of businesses, financial services firms and legal practices working in areas such as negotiations and litigation. I have developed my skills a great deal but I know that ByrneWallace would allow me to further develop these skills, as well as acquiring new skills.

The feedback I have received from peers and colleagues credit the strong work ethic, strong teamwork and intimate work environment in ByrneWallace for their own development and positive experience during their training. It is for these reasons I want to join ByrneWallace. I have always been a hard worker and great team player and so ByrneWallace would be the most suitable traineeship for me.

Throughout my degree, I worked part-time in telecom retail which taught me a lot about work efficiency and time management. The work itself was really beneficial in developing my customer management abilities. I learned how to maintain a calm and collected thought process in stressful sales environment while ensuring the highest level of customer satisfaction.

In secondary school, I was chosen by staff and classmates as a deputy head girl with a specific role of ensuring those new to the school settled in well. The role involved maximising my time and efficiency, balancing my studies with the role’s responsibilities and provided an excellent opportunity to learn to delegate tasks to the team of prefects I had helping me.

My experience of working in teams has led me to understand teamwork’s true value. I have always enjoyed being part of teams, whether as a leader or in a supportive role. ByrneWallace’s close-knit team design reassures me that I would excel in my training and could provide a valuable support to whichever team I would be required on.

In addition to the strong work ethic and team work which attracts me to ByrneWallace, the reputation of the firm is excellent, testament to its recent achievement of ‘Law Firm of the Year’. I want to challenge myself and have the opportunity to be trained to be the best solicitor I can possibly be. I will not be able to pursue my goal without the right firm to train with and team environment. I believe my goal will be best achieved by training with ByrneWallace.

I would welcome the opportunity to provide any further information you may require or to discuss at interview. You can contact me on +353876401488 or by email at chloeprendergast3@gmail.com. Please find my CV also attached. Thank you for taking the time to read my letter and I look forward to hearing from you.

Kind Regards,

Chlöe Prendergast