**Cover Letter**

To whom it may concern,

I am a final year Business and Law student at University College Dublin. I am interested in applying for a traineeship at Byrne Wallace commencing in late 2019 or early 2020. In addition, I would also like to express my interest in completing an internship at the firm in Summer 2018.

I am interested in applying to Byrne Wallace mostly due to their wide range of practice areas. Throughout my time at UCD I have studied several non-core law modules including banking law, intellectual property law and employment law. These have all become areas which I would consider practising in. After talking to the firm at the UCD law fair I became more interested in the firms employment law department, as this is an area of law that I regularly deal with in my role as Legal Clinic Coordinator for the UCD Student Legal Service. In addition, the firms newly gained ISO certification for information security management was particularly enticing given the increasing threat of cyber theft. This appealed to my interest in technology and data protection having won awards for technology throughout secondary school and written an article on GDPR for the Student Legal Service publication last year. I believe information security will become a key factor in business success in the next decade and can see that Byrne Wallace have the foresight to acknowledge this.

I believe that my skills would be a valuable addition to the Byrne Wallace team in the future. As you will see from my CV I have broad clinical experience in a solicitor’s office, having worked in the property, litigation and insolvency departments. I feel that this experience has taught me valuable procedural and administration skills vital to any company. In addition, I have gained vital organisational, communication and clinical skills through my positions in The Student Legal Service in UCD. As Logistics Officer for the Student Legal Convention 2017 I was required to schedule tasks and follow a strict timetable. In addition, as Clinic Coordinator I have gained valuable clinical skills in dealing with confidential legal queries in a professional and courteous manner. This role has further built upon my research skills when I have been required to conduct further research into legal queries. In reference to my attached CV, please note that I have achieved a high standard of results, with primarily A and high B grades in all the law modules that I have studied. Finally, I have excelled in the areas of Technology and IT. In 2012 I won second place in The National Young Technologist competition, and in 2014 I received the second highest national result in Leaving Certificate technology. I am sufficiently proficient IT, including Microsoft office applications, Legal Evolve and Accounts IQ which I have used extensively throughout the combination of business and law modules that I have studied.

However, in addition to my skills I think you would find that I’d be a valuable social addition to the team within Byrne Wallace. Throughout the past few years I have built up a wide network of friends throughout my course, The Student Legal Service and my interest in rock climbing. I am thoroughly interested in culture and history. This interest has taken me around the world, having travelled to the Middle East, Australia, New Zealand, Canada and across Europe. Most recently, I embarked on a solo tour across the West Coast of the United States. During this trip I gained several lifelong friends and explored the social history of the region. Travelling on my own has increased my confidence and social skills and it is something that I would encourage everyone to try. I am also an adept bowler and thoroughly enjoy trips to the bowling alley in Stillorgan on weekends.

Upon graduating, I plan on completing my FE1 exams and training as a solicitor in Dublin. I am also interested in pursuing further travel if the time allows. I hope that you can see I would be an ideal candidate for Byrne Wallace with my combination of results, skills and experience.

If you have any questions regarding my application, please do not hesitate to contact me.

I am available for interview at your convenience.

Yours Sincerely

Chris Woods