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Sinead Fox,

HR Administrator,

Byrne Wallace,

88 Harcourt Street,

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23rd October 2015

Dear Ms Fox,

I am a law graduate currently working as Legal Operations Analyst with Lapithus Mangement and have all eight Law Society FE1s completed. I wish to apply for a traineeship with Byrne Wallace and would be very grateful if you were to consider my cover letter below and the application attached.

**Professional profile**

I am a company director, Qualified Financial Advisor and law graduate with all FE1s completed and have over 3 years professional experience focusing on investment in and restructuring of distressed debt, a relationship management and problem solving role combining financial and legal skills. In my current role as Legal Operations Analyst at Lapithus Management I have primary responsibility for managing our security review process and liasing with solicitors, as well as compliance and any other legal issues as they arise. I also have a role in financial analysis, being on the credit assessment team with responsibility for assessing case strategies and managing the performance of our credit servicers. As director and secretary of an SME, I have experience of client service, CRO filing, bookkeeping, payroll and drafting contracts and policies. I am also IT literate, with professional experience as an IT troubleshooter and more recent experience of building and operating complex spreadsheets.

**My career choice**

I combined full time work with high level sport and FE1 study and have not wavered despite taking a slightly long route to becoming a trainee lawyer and to ultimately qualify because it is my definite goal. I enjoy working with clients and would suit a client centred industry like law and an organisation like Byrne Wallace; I get great satisfaction from step-by-step problem solving. I learn quickly when working with those who more knowledgeable than me who challenge me, so am attracted by this difficult industry and the focus on collaboration and knowledge sharing between so many departments in a commercial law firm. I have experience in finance, which will be invaluable as a commercial lawyer. I have always been drawn to the legal issues arising in my work, which led to me being given responsibility for security reviews and legal research in my role with AIB and led to me joining Lapithus in a legal role. I am ambitious and these have all been steps towards becoming a solicitor.

**Why Byrne Wallace**

I want to train where I will have the best opportunity to improve and Byrne Wallace . Byrne Wallace combines the pressure of being given responsibility at an early stage with a friendly and supportive environment to facilitates top performance. I want to be where my employer will invest in people and their development; my QFA and FE1 exams have been self-driven and I hope to take control of my own further development. Byrne Wallace has the resources to facilitate this. I am very inquisitive and learn by working closely with skilled people who are patient with my questions and would thrive under partner supervision. I would fit in well given your status as a leading and experienced banking and finance firm. Given my prior experience, I want to join Byrne Wallace where I will do meaningful work from early on. I also hope to work in a range of areas and come out of the traineeship which a broader knowledge base and the skills to take more responsibility, Byrne Wallace’s large range of departments provides these opportunities. Having departments like Intellectual Property attract for their innovation. I am constantly trying to make small innovations and improvements to the way I work in order to ensure the best results for our clients and would fit in well at Byrne Wallace.

**Hobbies & other interests**

I am very team orientated and my primary hobbies are team sports related e.g. Gaelic football, rugby, hurling and soccer. I am from Dublin, but have travelled, living away from home in Galway and in San Francisco, USA for just over a year each. When away I am drawn to work in teams; in San Francisco I took up rugby having never played before and was made captain and voted as Player of the Year at the end of the season. I am also an avid reader of books which challenge my point of view and enjoy finding new music, researching a brand new artist most weeks. I also enjoy listening to a broad range of podcasts, they are an excellent way to learn something new every day.

Thank you for taking the time to review my application; I hope to hear from you soon and have the pleasure of meeting should I be fortunate enough to be selected for interview.

Yours faithfully,

Ciarán Archbold