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ByrneWallace

88 Harcourt Street

Dublin 2

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Dear Sir / Madam,

I am a law graduate currently working in Aviation Finance with Matheson and have all eight Law Society FE1s completed. I wish to apply for a traineeship with ByrneWallace 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 4 years experience in finance and legal services. My experience in with Allied Irish Banks has focused on investment in and restructuring of distressed debt, a relationship management and problem solving role combining financial and legal skills. In my role as Legal Operations Analyst with Lapithus I had primary responsibility for managing the security review process, liasing with solicitors, compliance, any other legal issues as they arise and credit assessment. More recently I have joined Matheson and am working in a support role alongside trainee solicitors and legal executives in their Aviation Finance department. As director and secretary of an SME in the childcare and education industry, 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 am ambitious, which is why I combined work with high level sport and study and have not wavered in my goal of training with a top law firm. My work experience is client-focused and I would fit in with ByrneWallace. I have been drawn to legal issues working in banking, which led to me being given responsibility for security reviews and legal research in my role with AIB, and led to me joining Lapithus and then Matheson in legal roles. I have greatly enjoyed my recent direct legal experience, as I excel at the step-by-step problem solving required. I learn quickly from experts who challenge me, so am attracted by collaboration between many departments in a corporate firm. In particular, I note that there are many trainees at ByrneWallace who have not studied law at undergraduate level, which brings a different and interesting perspective.

**Why ByrneWallace**

Industry reputation – ByrneWallace is one is one of the top law firms in Ireland, which is one of the best legal industries in the world.

Training – ByrneWallace makes trainee development central to the firm’s day to day, as the presence of the Learning and Development Programme illustrates. I want to control my development and ByrneWallace can facilitate this. I am inquisitive, learn quickly from skilled people and would thrive under the access to top quality solicitors at ByrneWallace.

My experience - I would fit in well given you are a leader in banking, insurance and financial services. Your broad range of innovative departments such as Intellectual Property and Energy, Utilities and Natural Resources also allow for the opportunity to expand beyond this.

**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 was a member of the Ballyboden St. Enda’s Senior Gaelic football team which won the 2016 All-Ireland Senior Club Championship. I am from Dublin, but have travelled, living away from home in Galway and in San Francisco, USA for 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