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Byrne Wallace LLP
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Trainee Application

Dear Sir or Madam

I am writing to you in application for a Trainee position. I am currently studying for my FE1 exams, having graduated with a Bachelor of Civil Law degree, from Maynooth University in 2019. I am on track to complete my FE1's by March 2022.

I have experience working in A&L Goodbody Solicitors, within a litigation & dispute resolution, white-collar crime team and as a receptionist in Cullen & Co Solicitors. I have gained excellent communication and interpersonal skills from my work in both firms. I developed many transferable skills, such as the ability to manage a high volume of work and how to analyse complex problems.

I also developed extensive PC and research skills during my time within A&L Goodbody. My role included liaising with members of the team, compiling briefs for counsel, taking detailed notes during meetings and conferences, case law research and attending court on a weekly basis for call over lists.

I enjoy working in teams. I accepted a job as a retail supervisor and became an orientation leader in Maynooth University, to improve my confidence and leadership skills, while working with others. I was heavily involved with the Access Office in Maynooth. I acted a representative for my university, frequently giving campus tours and undertaking public speaking engagements.

My role as a counsellor in an American summer camp gave me the opportunity to move outside my comfort zone and seek a new challenge. Completing the FE1's, developing my knowledge and skills further as a trainee with Byrne Wallace is the next challenge I hope to take on.

Byrne Wallace's unparalleled reputation first attracted me to apply for the position. I know it will be challenging and interesting work, filled with the opportunity to succeed and gain exceptional experiences. I have a keen interest in litigation and dispute resolution as well as property law. If chosen for this programme, I will hit the ground running from day one.

I believe I am a good fit for this role as I enjoy challenging work and meaningful development opportunities. The culture within Byrne Wallace, to combine in-depth legal knowledge with commercial experience to deliver business solutions to complex legal issues, appeals to me greatly.

Now that I am coming to the end of my exams, I am eager to progress further with my career. I hope to demonstrate my enthusiasm for the role and expand upon the achievements within my CV, if called for interview.

Yours faithfully

Ciara O'Keefe