Dear Recruitment Team,

I am contacting you to apply for the Traineeship Programme in ByrneWallace. My motivation to apply for this programme comes from meeting employees and hearing their experiences working in the firm, as well as the long standing reputation the firm has. My studies, work experience to date and involvement in ELSA has developed my passion for law and has led me to pursue a career in commercial law. I think the work the firm does and this role in particular is a perfect match for my skillset and career aspirations.

The decision to apply for this programme has been largely influenced by the expertise of the solicitors working in ByrneWallace. What maked this programme stand out to me is the firm’s commitment to providing not only a high calibre of formal training, but also informal training through the collaborative approach adopted by the firm. I had the opportunity to experience the expertise of the firm’s solicitors first hand when Patrick McClean gave a seminar on advocacy at a summer school I helped to organise in 2017. I was so impressed by his skills, passion and dedication to his field. The fact that he took the time out of his busy schedule to speak to law students is something I really admire and appreciate. I believe working in an environment with people who are not only dedicated to the work they do, but also show commitment to training junior staff would be invaluable to my learning and development as a trainee. I am eager to learn as much as possible and develop my skills to become a great solicitor. I feel that the partnership style the firm takes would allow me to develop my knowledge and skills but also allow me to best use the skills I have through the work I would be doing.

I understand that ByrneWallace takes an innovative approach to doing things and this is an environment I would thrive in. I enjoy being challenged, thinking of new ways to do things and solving problems. During my time in Grant Thornton I spotted that a particular task I completed on a daily basis had potential to be made more efficient. I was given the opportunity to work with the firm’s Data Analyst on an on-going basis to develop an automated system to speed up the process. Seeing this project through from an idea to being successfully implemented was a rewarding experience. I think my ability to identify issues and find a solution to them is a useful and transferable skill to have. I would enjoy working with the firm’s clients to find solutions to their issues and help them understand how the law is applicable to their business.

I think I would make a good trainee solicitor as I have excellent communication skills. Throughout my time working in retail this skill enabled me to develop good relationships with customers. I think this skill is transferable to this role when interacting with the firm’s clients. Having a customer focused approach and the ability to adapt the method of communication based on the individual client is something I believe is a useful quality to have as a trainee solicitor.

I have the ability to lead a team, leadership is a skill I enhanced when I was the President of ELSA. I have always enjoyed working in a team, however this position held a high level of responsibility. I was not only responsible for the work I was doing, I also needed to lead and motivate and be responsible for the board as a whole. I found the key to being a good leader is communication and supporting your colleagues. I think my flexibility to work independently, in a team and also led a team when necessary will be a really useful skill when working in a law firm.

An important consideration for me when applying for the position of trainee solicitor is that I would fit in well in the firm. The inclusive culture and welcoming atmosphere of ByrneWallace is a factor which attracted me to this programme. I am hoping to secure a traineeship in a firm that I will enjoy working in and that I could see myself staying in long-term. From speaking to employees and word of mouth I have gathered that ByrneWallace is a firm I could happily see myself working in. I would like to work alongside people who are hard-working and disciplined but also innovative and open minded.

I look forward to your reply,

Yours sincerely,

Ciara Byrne