October 20, 2017

ByrneWallace Solicitors

88 Harcourt Street,

Dublin 2.

Dear Ms Onslow

I am writing to apply for a position as a trainee solicitor with the team at ByrneWallace. I am an enthusiastic and self-driven Law and French graduate from Dublin City University (DCU). Given the outstanding reputation of ByrneWallace in the field of corporate law, I have long hoped to pursue the opportunity to train with the firm. I have just sat my first four FE-1s, and I am eager to have completed all eight by March 2018.

My internships with top Dublin and Boston law firms have allowed me to gain hands-on experience in the legal profession. My role on the Mortgage Enforcement team in Eversheds Sutherland is quite fast paced, involving a high volume case load. I have subsequently developed strong skills in fluid organisation and communication between members of the team. In Canner Law, I provided the team with support as needed, including the preparation of Deeds, Purchase and Sale Agreements, and written communication with clients, opposing attorneys and financial institutions. I joined the conveyancing team during their busiest period and I thrived in this fast paced environment, seeing through to completion multiple concurrent assignments. I was invited to continue the internship for the duration of my 12 month visa, however I chose to return to Ireland at the end of summer to complete my studies.

My consistent summer work and travel demonstrates my strong work ethic and has allowed me to gain exposure to diverse cultures, work environments and languages. I believe the skills gained from these experiences will transfer well to a traineeship ByrneWallace.

My commitment to balancing multiple voluntary roles (EPSO and DCU Equestrian Club) as a student demonstrates my highly organised, dedicated and professional character. These roles helped nurture interpersonal and leadership skills, which I am keen to transfer to a career with ByrneWallace.

Growing up in a family business in the hospitality industry, I respect the importance of providing service that is second to none, and building long lasting client relationships. I take great pride in my work, and I strive for perfection in every task I undertake to produce top quality results. The training and responsibilities given to ByrneWallace trainees are invaluable in the formation of a leading lawyer. This is clear from the trainees who have progressed as international experts in their fields. It is important for me to work in an environment where the value of building genuine partnerships and the importance of working with others effectively are recognised and encouraged.

Thank you in advance for your consideration and I look forward to hearing from you.

Kind regards

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