# **Byrne Wallace Trainee Solicitor Programme Cover Letter**

Ciara Loftus

88 Harcourt St,

Saint Kevin's,

Dublin 2,

D02 DK18.

To Ms. Loftus,

I am writing to express my interest in the Trainee Solicitor programme offered by Byrne Wallace, as I believe I possess the qualities which make me an ideal candidate. As a recent graduate of UCD as a Business and Law student, the rigorous workload and highly competitive environment has prepared me for a position which both drives and challenges me, something which I believe your program will provide. Furthermore, my extensive work experience and personal skills showcase my versatility which will enable me to make valuable contributions as a trainee at Byrne Wallace.

I am a highly motivated and determined individual who enjoys finding solutions to adverse issues or challenges. My academic journey has not only provided a solid foundation in legal principles but has also motivated me to perform at my very best, reflected in my academic achievements. I strive to ensure these standards beyond academics, particularly though sports, music, and languages. My achievements in Camogie echo this, having been given the opportunity to play with the Roscommon County Camogie team this year, alongside a fiercely competitive club team with whom I have reached numerous All-Ireland finals. I believe my sporting achievements reflect the importance I place upon the ability to work as part of a team, knowing that true success arises from active engagement and commitment.

Additionally, my passion for languages, particularly German, is evident in my experiences working as an Au Pair in Frankfurt and studying abroad in Munich. Immersing myself in the language and culture has not only enhanced my fluency but has also broadened my global perspective and adaptability.

I have chosen to pursue a career in law, as I feel it perfectly matches my personality and disposition. As an individual with strong communication and conflict resolution skills, a career in this area of law, interests me as it would provide me with a fantastic platform in which I can leverage these skills. Beyond academics, my previous work experience as an intern at Dillon Eustace, allowed me to hone my legal research and analytical skills by. This project involved assessing the legislation's potential impacts and identifying regulatory gaps, which enhanced my critical thinking and problem-solving abilities. I also developed a keen attention to detail while drafting legal documents, ensuring accuracy and professionalism in all communications. Additionally, my role as an administrative assistant at A.M. Mannion Consultancy has allowed me to strengthen my time management and multitasking skills. I efficiently managed multiple projects while adapting to the fast-paced pharmaceutical environment, demonstrating my ability to prioritize tasks and meet deadlines. Furthermore, in my position as a customer service assistant at DPD Ireland, I gained invaluable experience in professional communication. I learned to articulate complex information clearly and adapt my communication style to meet the needs of diverse clients. This experience has reinforced my ability to handle high-pressure situations while delivering exceptional service. As such, I feel a career in law would allow me to utilize my communication and leadership skills, in an environment which values and fosters such competencies.

I feel the values encompassed by Byrne Wallace reflect my own, and would encourage me to excel in every aspect of my professional life. Byne Wallace’s emphasis on corporate social responsibility, particularly at a local level, resonates hugely with me and displays the importance of giving back and being active within the community. In particular, the work done by Byrne Wallace in supporting the children of St Audoen’s National School truly inspires me, as someone who has spent many years coaching GAA to the children of my own community. Furthermore, the company’s focus upon delivering extremely high, professional standards in the protection and promotion of their clients interests, reflects an outward looking, forward thinking firm of which I would like to become part of.

I look forward to hearing from you and would welcome the opportunity to discuss my application in greater detail.

Yours sincerely,

Ciara Gacquin.