**Ciara McConvey**

**10 The Brambles,**

**Skerries,**

**Co. Dublin.**

**Ireland**

**Mobile: 0862557013**

 Dear Sir/Madam

I am writing to you in relation to the Traineeship programme which was advertised on your website. I have graduated from Dublin City University with a 2:1 in BA (joint) Hons in Law and Media Studies. I passed 6/8 FE1 exams, I have sat Criminal Law, Company Law, Contract Law, Property law, Tort Law and EU Law. I am hoping to complete all exams in March 2021. I have experience working in the legal sector as a Legal Assistant and Legal intern and also have experience in hospitality and retail.

The experience I have gained through studying Law and working in the legal sector, as a Legal Assistant for Primark Ltd and a Legal intern for DWF LLP and Eversheds Sutherland has allowed me to develop my skills in legal research methods which I had studied in college and which I was examined on. These experiences have also developed my skills in new areas of law and expand my understanding of client needs.

I worked along-side partners and solicitors in DWF and was involved in the complying of booklets for the courts, drafting contracts and researching relevant topics and new laws in order to contribute to case issues. Working with the Eversheds Sutherland team and also their client the Residential Tenancies Board (RTB), I have gained an understanding on how to understand clients who depend on the legal advices from a commercial law firm.

In my most recent position as a legal assistant for Primark, my main role involves handling and dealing with Data Protection matters. I have gained an understanding about the importance of Data Protection compliance to which I maintain awareness of across the organisation. Not only do I work with Third-Party Suppliers to ensure there is compliance and protection of our customers data, I also deal directly with any Subject Access Requests that come directly from our customers and employees. I liaise with our offices across the world to ensure there is compliance with data protection in line with the specific country’s regulations. I also assist with insurance claims and anti-bribery and corruption matters, I help review contracts and assist in case management.

I am applying to Byrne Wallace as I believe its programme will give me the best foundation to begin my career in law. Byrne Wallace is one of the leading Law Firms in Ireland, I was impressed to see that Byrne Wallace was awarded by being named the Top Legal Advisor to Public Sector 2019 in the Public Sector Magazine, thus proving that it is not afraid to push boundaries and be progressive in its growth.

Throughout my research of the firm I noticed a real emphasis on diversity and support. The Irish Legal News reported that Byrne Wallace achieved gender-balanced partnership. This shows that this firm make gender equality part of their business strategy at all levels.

The firm’s genuine commitment to corporate responsibility is commendable. I was fascinated to see such commitment to investing in communities through working placements from St Johns of God. Employees engage with young men and women in a way in which their skills are used to make a long-term difference to their lives. I come from a small town where I have been part of fundraisers and volunteering and I know how important it is to its society. It is important to me to be part of a firm that has the same values that I have been raised with.

I should really appreciate if you would consider me for the position that you have available and hope to be speaking to you soon.

Yours Sincerely,

Ciara McConvey