Tubberclair,

Glasson,

Athlone,

Co. Westmeath.

Head of Trainee Programme,

Byrne Wallace,

88 Harcourt Street,

Dublin 2.

19th October 2017

Re: Traineeship Application

Dear Sir/Madam,

My name is Ciara O’Brien and I wish to apply for a position on your Traineeship Programme. As a recent graduate I have experience across a variety of sectors from a small medium enterprise, to an Irish based technology company, including European politics. This exposure to a range of sectors would be beneficial in this role, given the wide range of clients with whom Byrne Wallace works. My broad experience demonstrates my ability to successfully adapt to different working environments. Allow me to walk you through my CV to highlight why I am an excellent candidate for this role, starting with my most recent and relevant experience.

I am currently working as a Gallery Assistant in Glasson Craft Gallery while I study for my FE-1 exams. In this role I have demonstrated independence and initiative. I successfully created a website for the Gallery, and established a social media presence. I also manage the gallery and its accounts while the owner is on leave.

While working as a Legal Assistant in Tony Collier Solicitors, I received significant exposure to the Irish legal system. This role allowed to me to further develop my organisational skills and my attention to detail. In this position I drafted documentation for lodgements in High Court proceedings. I arranged and attended consultations between clients and counsel and I represented the firm at Circuit Court and High Court proceedings. I was responsible for managing Circuit Court and High Court case files for the firm and ensuring they ran smoothly. One of my greatest achievements in this role was the creation of a digital system for updating Circuit Court and High Court cases and tracking Legal Aid payments. This enabled my colleagues and me to stay up to date with case developments. I thoroughly enjoyed the challenging environment and assisting in the resolution of complex legal issues with clients. While working here I realised I would like to pursue a career in law. I subsequently decided to sit the FE-1 exams in October 2017.

During the summer months in university I gained experience in Cartrawler, an Irish technology company. In my most recent role with Cartrawler as a French speaking Customer Operations Representative I provided customer support through French to clients during their car rental period. The working environment was incredibly fast paced and required resilience as customers were frequently upset and had complex issues to be resolved. The main source of these issues was that customers did not understand the Terms and Conditions to which they had agreed. While working in this position I learned the importance of clear contract terms and of adapting certain contract terms to the native market. I received awards for outstanding customer feedback and productivity. I also developed and shared translations of essential vocabulary for other colleagues who were non-native French speakers.

 During the previous summer I worked as an intern with Cartrawler on the Internationalisation team, as a Translations Project manager. In this position I demonstrated the ability to work well on a team and to use creative problem solving skills to resolve complex issues. Previously, translations for Cartrawler had been carried out on an ad-hoc basis by a number of staff who used the services of a third party translations company. The head of Internationalisation wished for the translation process to be centralised through one member of the team, and as an intern this was my responsibility. In this position I successfully liaised between different stakeholders in Cartrawler and with the translation company to ensure effective delivery of translations. I implemented a weekly translation cycle to streamline the process. I built strong professional relationships with R&D, and effectively worked with them to initiate an improved automated process of uploading translated material to the internal server. Once the system was automated this took a few hours as opposed to a few days as was previously the case. I believe that my strong people skills, and willingness to learn would be beneficial as I start my career in corporate law.

 As a graduate of European Studies, with a keen interest in EU Competition Law, I am incredibly interested in your work in this area. Furthermore during my masters, as part of my module on Business and Human Rights, I conducted research and compiled a report on EU Data Protection, namely the Safe Harbour Regime, the EU-US Privacy Shield and the GDPR. I believe that many of my interests are aligned with your practice areas. I would welcome the opportunity to work with and learn from the most experienced practitioners in this field.

 Thank you for taking the time to consider my application. I look forward to hearing from you in this regard.

Yours Sincerely,

Ciara O’Brien