Woodtown,

 Drumconrath,

 Navan,

 Co. Meath

 11th October 2017

Dear Hiring Manager,

I wish to apply for a traineeship at your firm, Byrne Wallace. I am a final year student at Maynooth University at present where I am studying Law as part of the LL.B course programme. I have completed my third year with a First Class Honours (1.1).

I thoroughly enjoyed company law during my third year and found it interesting to understand what avenues are used in enforcing company law in Ireland. A career in a commercial law firm appeals to me because of its ground breaking and high profile work for domestic and internationally renowned clients. Providing legal advice of the highest quality and advising clients on complex and challenging issues interests me. Being involved in commercial deals with multinational corporations is something which a corporate law firm can offer. As a law student the infrastructure and guidance which can be provided by a commercial law firm makes it the right place to further my career in law. I believe that understanding what drives business helps clients to achieve their business objectives and aim for a competitive place in the market. I find that it is necessary to anticipate issues which might affect clients and to guide them successfully through adapting to the changing commercial environment we are currently embroiled in. Especially in today’s business climate, strategic planning, forward thinking and risk analysis are essential, something which I experienced in both EY and ESB International. Corporate law firms are guiding these businesses and offering the best advice to guide their clients, and I aim to be a part of that process.

I thoroughly enjoy problem solving where I can assess an issue, break down the areas for consideration and provide advice, in either a concise manner or extensive detail. I have an analytical mind, strong writing skills and pay attention to detail, all skills that I use everyday and which have been assessed during my time in university. In addition, I excel in teams. I have been a part of numerous group projects, throughout college and also during my summer internship in EY through the business challenge we participated in. I enjoy working in teams where as a group we are all working towards a common goal. When working in groups it can be difficult to collaborate evenly, I find that group meetings and open communication are essential to group projects. It is important to listen to every person and it is the facilitator role which I often undertake to further group work in a consistent manner. My teamwork skills are also demonstrated through my involvement in team sports, for example, I play Gaelic football with my local club which equips me with lifelong skills to work well within a team. Furthermore, I have excellent communication skills which I have developed over the last number of years. Working in various environments from retail to offices requires different skills and I have been fortunate enough to progress my interpersonal and communication skills to allow me to communicate effectively with colleagues and clients. Working with EY allowed me to gain confidence in a corporate environment and through building relationships.

I have been influenced in my decision to apply to Byrne Wallace by the opportunity to expand my knowledge and experience in the environment of the firm. The potential to work with top quality clients on major deals and transactions interests me . I have gained insight into the workings of smaller legal practices and bigger firms such as EY and ESB International in the dynamic and fast pace of Dublin City, and I have concluded that a career with Byrne Wallace is the area I want to work in. The opportunities provided by Byrne Wallace stand out to me and the rotations in the various departments in addition to being assigned to a partners would provide me with direct valuable experience to develop my career. I was struck by the honest feedback of the current trainee blog posts as well as the trainee video which I viewed prior to my application. I was encouraged by their experiences and the nature of the firm to aid in developing graduates and putting the right building blocks to a law career in place. In addition, Byrne Wallace’s position as “Law Firm of the Year 2016” and having received the Chambers Europe Ireland Client Service Award 2017 has been highly influential in my decision to apply.

The experience I have gained through various sports teams, group projects and work experience enables me with the ability to work well within a team. I believe that my communication skills partnered with my experience working in fast-paced environments and my ability to prioritise multiple tasks, would make me an asset to your business. I plan to sit the FE-1 examinations following my graduation and aim to begin a traineeship in 2019. Thank you for your consideration. Should you require any further information, do not hesitate to contact me. I can be reached at 086 3207399 or ciaraoconnell14@gmail.com. I look forward to hearing from you soon.

Yours Faithfully,

Ciara O’ Connell