**Claire Cosgrave** | 083 323 9243|[**clairecosgarve@hotmail.com**](mailto:clairecosgarve@hotmail.com)**.**

Graduate Recruitment Manager

Byrne Wallace

**88 Harcourt St,**

**Saint Kevin's,**

**Dublin 2,**

**D02 DK18**

09th October 2023.

Dear Graduate Recruitment Manager,

I am writing to apply for a position on the Byrne Wallace Traineeship Programme 2023. By way of introduction, I am a second-class honours Law and History graduate from Dublin City University. Last year I obtained a second-class honour in my master’s degree in Intellectual Property and Information Technology Law from Trinity College Dublin.

Upon completion of my degree, I obtained employment with the Court’s Service as a Judicial Assistant to a High Court Judge assigned to sit on the Chancery list at present. I have been employed as a Judicial Assistant for a little over a year and it has been seminal in my continuance of pursuing a career in law. My role has given me practical insight into not only the procedural aspects of the running of a case, however the drafting and proofing tasks I undertake each day has given me a much greater understanding of the significance of being precise and being able to spot errors before anything is finalised. I also conduct a large volume of research on a day to day basis which has not only increased my knowledge and understanding on a vast amount of legal topics, but has made me increasingly more comfortable with online legal data bases, identifying relevant case law and which texts are most pertinent to rely upon in researching specific areas.

I think from a training point of view, it seems that the opportunities for offered by the Byrne Wallace Trainee Programme will allow me to gain extensive knowledge and training to ensure I am forming correct habits as a hopeful future solicitor. The range of programmes dedicated to the professional training and development, demonstrates the firm’s dedication in ensuring they are producing the highest quality legal and business advisors for the benefits of their clients.

Thank you for considering my application. I look forward to hearing from you.

Yours faithfully,

Claire Cosgrave.