

Clare McCourt,
155 River Forest,
Leixlip,
County Kildare

Ms Ciara Loftus
Byrne Wallace,
88 Harcourt Street,
Dublin 2

10 September 2018

Re: Trainee Recruitment

Dear Ms Loftus,

By way of introduction, my name is Clare McCourt and I would like to apply for a traineeship at Byrne Wallace. In 2015, I completed a Bachelor of Business Administration at Maynooth University. Further to this, I graduated with a Master's Degree in Law in 2017. Currently, I am preparing to sit my final FE1s in October 2018. I have developed extensive knowledge in various areas of business and law throughout my third level education, as well as my work experience in various firms. I believe I can use the knowledge I have to bring both aspects of this experience to Byrne Wallace.

During my time at Gleeson McGrath Baldwin, I was able to develop my teamwork skills and ability to adapt under pressure due to the requirement to assist across other departments. For example, during my time employed in the commercial conveyancing department, I was also required to fulfil the duties of a secretary in the litigation department when she was on leave. In addition to this, when the receptionist was out of the office, I would cover her desk; answering phone calls, greeting clients and managing cases. I believe this job greatly improved my ability to work as part of a team and allowed me to prove my ability to multi-task and learn on the job quickly.

My employment role at Irish Life led to a notable improvement in my communication skills as well as my commercial knowledge. Irish Life is a large entity and my role allowed me to understand how commercial businesses operate. As a member of the in-house legal team, I regularly liaised with various departments such as claims, finance and so forth. I worked in the litigation department but I assisted in the commercial department on demand. The nature of communication across these two diverse departments improved my confidence substantially. I developed a rapport with various Department Managers when revising contracts and requesting client information in order to process Data Access Requests. Furthermore, the popular topic of GDPR, at the time, allowed me to liaise with various departments to ensure full compliance in preparation for the deadline. Another aspect of my role involved attending barristers at court which improved my external communication skills and gave me greater familiarity with the Courts and the litigation process.

My eagerness to broaden my experience in the legal industry resulted in my decision to move abroad. I secured a six month position in Brethertons LLP, a mid-sized law firm in Oxfordshire, where I worked in the litigation department. Due to Brexit, the firm had just experienced a massive reorganisation and I learned how businesses were being affected by Brexit. I had the responsibility of training a number of legal assistants in the litigation department. This reorganisation allowed me to

improve my leadership skills, as well as my teaching skills. I realised that I enjoy transferring my skills and knowledge to team members and this in turn enhanced my own knowledge and skills.

I wanted to pursue a career in commercial law because my experience and my education allowed me to realise that I enjoy working with businesses in a fast pace environment as well as the ongoing learning that the legal industry requires. During my Business Administration Degree, I completed numerous business and law based modules and I secured a position as a finance intern in Depfa Bank PLC. The role allowed me to work in a commercial setting which I really enjoyed. I received great exposure to numerous entities and this allowed me to broaden my knowledge of the commercial industry. After this role, I worked one day per week as a legal intern for Aidan T. Stapleton & Company Solicitors. This role gave me a great insight into the legal industry.

I have developed extensive knowledge in various areas of business and law throughout my third level education as well as my work experience in law firms, financial institutions and an insurance firm. I believe I can apply the knowledge I have gained to further my career at Byrne Wallace. I developed meticulous attention to detail as a result of working in various law firms. My analytical skills have also improved by virtue of the variety of documents matters on which I have worked such as Discovery and Data Access Requests. In regards to interpersonal skills, I have gained strong negotiation skills from participating in numerous mock trials during my Master's Degree at Maynooth University. During the mock trials, I worked on a team which allowed me to practise problem-solving in a competitive atmosphere. Further to this, I naturally take on the leadership role within my group of friends and family. I am confident, outgoing and sociable. I have the ability to read people quite well and I have met many different people while working in the United Kingdom and traveling throughout Australasia. I have a strong work ethic which I believe is suited to a commercial law firm.

I thrive in a fast paced working environment which is what I perceive Byrne Wallace to be. Further to this, I admire that Byrne Wallace was awarded Chambers Europe Ireland Client Service Award 2017 and the Irish Law Awards Excellence in Client Service Award 2017, as well as Law Firm of the Year 2016 at the Irish Law Awards. As a keen team-player, I believe I would be well suited to the collegial and supportive environment which Byrne Wallace is known for. Byrne Wallace's impressive array of clients makes it an attractive opportunity for me to expose myself to the biggest and most complex deals both in Ireland and internationally. In addition, I believe my experience at Irish Life and my exposure working for a large entity will allow me to understand how businesses like this work. I highly regard Byrne Wallace's formal review process after each rotation which will allow me to grow, develop and reach my full potential. As an added bonus, the central location and social events characterises Byrne Wallace as an excellent firm to work for.

Thank you for taking the time to read my cover letter. I look forward to hearing from you.

Yours sincerely,

Clare McCourt