Dear Sir/Madam,

It is with great enthusiasm that I submit my application for the position of Trainee Solicitor. As a LL.B. graduate and LL.M. in International and European Intellectual Property Law graduate with practical legal and commercial experience, I know my diverse skills and knowledge will make me an asset to the Byrne Wallace team.

In addition to being organised, flexible and responsive, I have a keen eye for details – particularly when it comes to commercial negotiations and contract reviews. One of my recent projects involved a complete review of Procorre’s, domestic and international, contracts used for consultants and clients as I noticed the protections needed to be increased. I undertook a complete overhaul of these contracts improving their structures and protections, particularly in relation to Intellectual Property, Confidentiality and Data Protection. I also created a series of Non-Disclosure Agreements and Data Protection Agreements. As a result, I have significantly reduced the risk of legal action and I am currently creating contracts for a new business venture for the Board of Directors. I can utilise these skills in the interesting and challenging work that Byrne Wallace is known to provide Trainees.

I have also been working with our IT Director to ensure that we are GDPR complaint for 25th May 2018. I created a GDPR impact assessment report highlighting our risks and making recommendations on the changes to be made to our contracts, practices, website and new portal. As a result, I was offered project lead by one of our Directors for our GDPR compliance project. I will continue to carry out my other duties, especially those in relation to Global Professional Employment Organisation deals in which I have helped to build working relationships with local in-country partners in the EU, North America, South America and Asia. Building strong and lasting relationships with partners and clients has been essential to the sustained growth of Byrne Wallace and I wish to further these relationships as well as establish new ones.

During my time at Eversheds Sutherland I produced high quality work under pressure to meet deadlines due to a variety of factors such as planning, delegation of work in a prioritised manner, maintaining open communication ensuring that I could help other members of the team or get help, and dealing with problems in a logical manner before putting processes in place to ensure that they do not re-occur. I progressed to being responsible for planning and delegating the tasks to be done in advance of cases. As a result I helped to greatly increase the number of Orders we were granted. I seek out responsibility and thrive in team work scenarios as well as being able to use my initiative to work individually when required.

During my LL.M. I also focused on the case law, regulations, standards and guidelines surrounding Intellectual Property as well as Technology Law and Data Protection. As a result, I have been able to contribute to Procorre on Intellectual Property matters concerning medical devices and Data Protection. Every modern business will at some stage have an Intellectual Property or Data Protection concern. I am a member of the Association Data Protection Officers and I am currently undertaking a European Certified Data Protection Officer Programme as I am passionate about these areas of law as they are rapidly becoming two of the most important areas of law.

I helped to organise an office bake-off to raise money for a children’s charity of the winners choosing which will be finishing up soon. People in the office must donate one euro for every slice or portion they take. So far, we have raised €200 and management have agreed to match the total amount raised. I also helped to organise a team bonding exercise in which two team competed in an escape room challenge and we went for a meal afterwards as I value furthering work relationships.

My educational and professional background has helped me to contribute to the Procorre legal team and become the legal adviser to the Board of Directors on all major business developments. However, I want to grow my career as a Solicitor within Byrne Wallace so that I will be able to provide similar contributions to the clients of Byrne Wallace.

Warmest regards,

Colin Russell