17 Crescent Villas, Glasnevin, Dublin 9

 10/09/2021

**Re: Trainee Solicitor Programme 2022**

To whom it may concern,

I am writing to you to seek a traineeship at ByrneWallace. I am a recent graduate from Law in Trinity College Dublin, finishing my degree with a 2:1. I have also spent time studying Law at the University of Oxford. I have a strong interest in becoming a solicitor and am keen to develop this interest and to explore a career in the corporate law sector. ByrneWallace appeals to me because of its reputation as a leading corporate law firm in Ireland as well as the wide scope of its portfolio and expertise.

I am currently studying for my FE-1 Examinations, four of which I will be sitting this October. During my time in Trinity College, I also studied modules in a number of areas that interest me such as Intellectual Property Law, Environmental Law, and Media Law. I have also completed a Diploma in Criminology.

I have experience working in a variety of settings where I have had significant responsibilities. My time working with An Post allowed me to hone my communication skills as I dealt with both the general public and management on a daily basis. Most recently, my time in the Bon Secours Hospital Medical Records department was an experience that benefited my administrative abilities, such as document creation and filing as well as correspondence with doctors and nurses.

I am responsible, organised and have excellent communication and interpersonal skills. I believe that I am constantly developing these skills and qualities through my volunteer work. In my final year of College, I was elected to the Executive Committee for the Trinity conference of the Society of St Vincent de Paul, Ireland’s largest student run charity organisation. As Volunteer Liaison Officer, I was charged with organising the training and vetting for our numerous volunteers. Additionally, I acted as a first point of contact for any new volunteers who wanted to join the Society. I also served as Sports Editor for Trinity News, Ireland’s oldest student newspaper. From both a creative and editorial perspective, the role taught me a lot. In particular, my work with the newspaper improved my time management skills as I balanced the deadlines of both the Sports section and my college work.

I attach my CV for your perusal. Please do not hesitate to contact me if you have any queries.

Kind regards,

Conor Doyle