Ms. Ciara Loftus Healy’s Bridge

HR Manager Kilmoney

ByrneWallace Carrigaline

88 Harcourt Street Cork

Dublin 2 01/10/2019

Dear Ms. Loftus,

I am writing to apply for the ByrneWallace Trainee Solicitor Programme. I am a recent graduate with a BCL International degree from University College Cork, and am sitting my final two FE1 exams in the coming week. I have also recently completed the ByrneWallace Summer Internship Programme in June 2019. My experience interning with ByrneWallace left me with an intense desire to not only train with the firm, but to advance my career much further on Harcourt Street. During my internship, I worked under Catherine Dowling in the Corporate Department, completing a number of research projects on her behalf, as well as various administrative functions such as compiling files, printing materials and obtaining information on clients. Along with my work with Catherine, I performed general tasks assigned to me by a number of fee earners, and integrated myself in a friendly and positive manner on my floor. Not only did I contribute well in my capacity as a legal intern, I integrated with the firm’s culture by attending events outside of work hours, such as the weekly 5-a-side matches, a 5K Dublin Pride run and the summer barbeque. I was extremely disappointed to not obtain a training contract upon being interviewed after completing my internship, but felt I performed at a subpar level to my usual standards in my interview. It is with great hope that I am applying for the opportunity to correct that poor performance, and to show that I am a more than suitable candidate for the ByrneWallace Trainee Programme.

While at university I gained valuable experience through extra-curricular activity which has equipped me well for life as a solicitor in a general practice firm. In both my second year and my final year, I sat on the executive committee of the UCC Law Society. My role on the Law Society committee was that of Finance Officer in second year. In this role I worked tirelessly to overturn a large deficit the previous committee had left the society in and did so with great success, due to my diligence in chasing down overdue payments from previous years, my commitment to my role and my success in regular and consistent financial planning. My success in this role in one of the university’s largest societies shows both my capability for a large workload and my commitment in important roles. Then, in final year, I took on the role of Auditor, wherein I managed every facet of the society, offering support to each specialized committee position as well as acting as the primary liaison between the society and the university, law firms and all other parties. I became adept at time management, balancing my work with my final year of my degree, while improving important skills such as public speaking and conflict resolution. These two roles show that I am a team player, with the capacity to both lead and follow in roles requiring a high level of responsibility.

Alongside such extra-curricular activities, I have a vast amount of work experience in several different areas, including interning in two Cork law firms, high-level customer service in telecommunications companies and various retail and bar experience. This experience, coupled with my impressive academic record and extra-curricular university involvement, displays that I am an all-rounder and that I possess a significantly varied skill-set suitable to life in a full service law firm. On top of my skill-set, my personality is that of a grounded, friendly character, with a keen interest in sport, music and film. Given the opportunity, I would love to further integrate with ByrneWallace’s culture, and show that I am a perfect fit for the firm.

Thank you very much for reading this application. I hope to hear from you soon.

Kind Regards,

Conor Dunne