Conor Ward,

21 Beverton Lawns,

Donabate,

Co. Dublin

27 October 2020

Manager of the Trainee Programme,

Byrne Wallace,

88 Harcourt Street,

Saint Kevin’s,

Dublin

Dear Sir/Madam,

I am writing to apply for a position on the Trainee Solicitor Programme at Byrne Wallace. I am currently undertaking the International and European Business Law LL.M at Trinity College Dublin. I have previously graduated ninth in my class with a Second-Class Honours from the Law & Society (BCL) course at Dublin City University. For this coming academic year, I will be balancing my work commitments as a company secretary at Vistra Ireland while undertaking the International and European Business Law LL.M at Trinity College Dublin.

I previously worked as an administrative assistant in the real estate department at Mason Hayes & Curran. Over the course of two years my role developed from administrative tasks, in which capacity I worked closely with the firm’s records team and financial department, to undertaking tasks commensurate with that of a trainee. While my role originated as a summer position; my contract was extended to allow me to work part-time during my second year of college. Since beginning my work experience at MHC, I have known that I wanted to pursue a career as a solicitor.

The atmosphere of Byrne Wallace seems to be very much in line with my own personal values. The firm place a strong emphasis on corporate social responsibility, I find the ethos of access, inclusion and opportunity to be inspirational and voluntary work is something I would like to continue into my professional career. In the Summer of 2015, I spent two weeks of volunteering in Zambia where we dug a new drainage system and laid the foundations for a new school. As a team, we raised €14,000 which was given to the local council to help fund the completion of this school. This year, I am organizing a 5 a side football tournament for St. Claire’s Ward in Beaumont hospital, which is where they give chemotherapy to patients. Overall, we hope to raise €5,000.

I believe I could be a great addition to the company as a Trainee Solicitor. I am enthusiastic, adaptable and always up for a challenge. During my time at DCU I was the founder and editor-in-chief of the DCU Socio-Legal Studies Review. Having secured a partnership with Arthur Cox for the 2020 edition, I am particularly proud of this project as I have taken a concept and turned it into a promising law journal that has the potential to raise the profile of the DCU School of Law and Government and compete with traditional legal universities. My involvement in the Review has really ignited my passion for law and our unique degree, Law & Society, has taught me to look at all aspects of life through the lens of a lawyer.

I would be extremely grateful for this opportunity in a firm that embraces people as a whole package and encourages growth in so many ways. I believe that Byrne Wallace holds many opportunities due to the incredibly wide range of areas of law that the firm covers as well as the variety of locations. At this point in my studies, and the next few years of my career, gaining experience in as many areas as possible is very much my goal.

It is for these reasons that I would be extremely excited to join Byrne Wallace.

Please don't hesitate to contact me if you have any further queries.

Yours sincerely,

Conor Ward