

ByrneWallace
88 Harcourt Street,
Dublin 2,
D02 DK18,
Ireland

Dear Sir/Madam,

I wish to be considered for a position on the Trainee Solicitor programme with ByrneWallace.

I am a conscientious, highly motivated and hard-working individual. Having completed all eight FE1s I am now looking to establish a challenging and rewarding career with a successful and well-established law firm.

As ByrneWallace is a large top tier full-service law firm, I believe I would benefit greatly from a traineeship here.

In previous roles, I have been exposed to a wide range of different areas of the law which included Corporate and Commercial matters as well as Property matters.

Work in the Corporate / Commercial Department involved company filings with the Companies Registration Office via the CORE portal, such as change of company directors and also drafting of Minutes and Resolutions. I also assisted in due diligence and drafting security reports for banks' lending out to body corporates. My work with the Property Department involved me assisting Solicitors in property transactions including title reviews, scheduling of documents and filing with the Property Registration Authority.

I have also worked in technical roles such as in the Medical Device Sector, which required me to work on my own initiative and as part of a team while adhering to strict deadlines. This is a heavily regulated industry and required keen attention to detail. This work included me creating standard operating procedures and educating other staff members on these. I believe ByrneWallace has many clients within the Life Sciences sector and has been involved in recent deals with a number of companies based in this sector. I believe my previous experience in the medical device sector will stand to me in this line of work.

My experience to date has also included general office administration such as photocopying, scanning, secretarial duties including but not limited to answering phones, drafting and preparing documents using the Microsoft Office suite and supporting client relationships via phone, email and in person. This has allowed me to excel in both written and verbal communication.

I believe I have the qualities to become a valuable addition to ByrneWallace and would love the opportunity to discuss my candidacy with you. My curriculum vitae is also attached, please do not hesitate to contact me on 085 846 4563 to arrange an interview or to talk further.

Thank you for taking the time to consider my application.

Yours faithfully,
Daniel O'Leary.