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Ms Ciara Loftus  
HR Manager  
ByrneWallace LLP  
88 Harcourt Street  
Dublin 2

8<sup>th</sup> October, 2021

**Re: Trainee Solicitor Programme 2022**

Dear Ms Loftus,

I wish to express my interest in applying for ByrneWallace LLP's Trainee Solicitor Programme for 2022 as advertised on the careers section of your website. As of date, I have passed seven of my FE1 examinations and will be sitting my final FE1 exam in October of this year. Please find attached my CV for your attention.

Since the commencement of my undergraduate degree, I have been interested in pursuing a career as a legal practitioner. This is evident in the vast experience I have gained within the legal environment, as outlined in my CV. I am now interested in the opportunity to progress my law career by obtaining a traineeship with one of Ireland's largest full-service law firms. While attending your Trainee Solicitor Webinar, I was delighted to hear that you are committed to carrying out a corporate social responsibility programme. I have volunteered extensively in the past and the prospect of being able to contribute to the local community while undertaking my traineeship is an opportunity I would hope to avail of.

I am currently employed as a Clerical Officer in the Legal, Industrial Relations and Equality section of the Irish National Teachers' Organisation, which has a current membership of 50,000. The section advises extensively in the areas of Employment, Education and Child Protection law. As a Clerical Officer I am responsible for carrying out general administrative duties, assisting in the drafting and preparation of correspondence and submissions, and liaising with members and external bodies. These tasks have provided me with the opportunity to build upon my administrative, writing and organisational skills. I have also occasionally advised members on professional and employment matters. This experience has allowed me to improve my communication skills and acknowledge the importance of providing clear and concise advice, while ensuring that confidentiality is respected at all times.

I note that one of ByrneWallace LLP's many areas of expertise is Child Care Law. I have completed an LLM in Children's Rights and Family Law at University College Cork. During my postgraduate degree, I had the benefit of participating as a legal researcher within both the Family Law and Children's Rights Law Clinics. As part of my role, I assisted a local solicitor on an active case and carried out extensive research on important topics such as the enforcement of family law court orders and child homelessness. This invaluable experience not only required me to work collaboratively but provided me with the opportunity to strengthen my research and analytical skills. From undertaking the LLM, I have acquired specialised knowledge in the areas of Child and Family Law which I am confident would be of assistance to your firm.

Thank you for considering my application. I am available for interview at any time and look forward to hearing from you.

Yours sincerely,

Danielle Clarke