**Danielle Rose Curran**

Lisroe,

Kilmaley,

Ennis,

County Clare,

Ireland.

0858268767

[danicurran1995@outlook.ie](mailto:danicurran1995@outlook.ie)

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Dear Sir/Madam,

I have just recently finished my Bachelor of Civil Law degree with German at the National University of Ireland, Galway and am writing to apply for a traineeship at your law firm, ByrneWallace, as advertised on your graduate recruitment website. I learned about your firm online in college and being accepted by your law firm to carry out my traineeship would allow me to further my legal knowledge and qualify in the profession.

While at university I have sought out experience relevant to a career as a solicitor. I recently undertook a twelve week clinical placement in Michael Houlihan and Partners Solicitors in Ennis, County Clare. During my time there I carried out Legal research for the Solicitors and Partners of the firm. I prepared memorandums for the Solicitors and Partners of the firm on various pieces of law that they needed researching or clarifying for a case. I sought out previous decisions on certain cases that were necessary for the Solicitors and Partners of the firm before appearing in court. I contacted clients in order to arrange meetings between the Solicitors and their clients. I also prepared case briefs and the folders of legal documentation to be sworn in before the High Court. During my final year in the National University of Ireland, Galway I also wrote a submission to the Law Reform Commission giving my opinion on whether s.117 of the Succession Act, 1965 should be retained, repealed or amended. As a result, I was invited to a talk by the Law Reform Commission on this piece of the Law.

I was attracted to the firm due to the award that it won in 2016 for the “Law Firm of the Year,” and for the fact that it is the first and only large Irish law firm certified with ISO 27001 by Certification Europe in Ireland for information security management. I am very interested in the fact that the firm has a sector for Brexit, as this is a part of the law that interests me. I am particularly interested in the effect of Brexit on the European Union and in the European Union itself, as is evident from the fact that I have been accepted for my masters in European Law in Germany through the German language.

My ability to work well with clients has been enhanced by my time in the hospitality industry, as I have had to deal with people on a daily basis in a professional manner. My drive and ambition is evident in the fact that I spent a year abroad in Germany studying the Law in a different language. One must be motivated in order to do this. I believe that my ability to work well in a team and alone and to be successful in such a task is evident in the fact that I spent a month teaching English in Italy. I had to work with the other Camp tutor on activities that involved the whole Camp, however I managed my class of 7-10 year olds alone on a daily basis, making my own lesson plans for them and teaching then without help from the other Camp tutor.

I very much look forward to hearing your response and I am grateful that you have taken the time to process my application.

Your Faithfully,

Danielle Curran