15 October 2024

Re: Trainee Program

I am writing to express my interest in the trainee solicitor program at Byrne Wallace LLP. I recently completed my LLB degree at Maynooth University with upper-second-class honours (2:1) and am currently awaiting results for four FE1 examinations. My academic background and work placements have equipped me with the skills necessary for this role. I look forward to contributing to your team while further developing my legal knowledge. Please find my CV attached for your consideration.

I refined my organizational, communication, and legal research skills as a research assistant at the Maynooth School of Law and Criminology during my studies. My role involved analysing archival files from the Circuit Criminal Courts to create worksheets compiled into reports and a detailed spreadsheet on offences, trials, victims, and sentencing. This experience enhanced my ability to manage multiple tasks, meet deadlines, and produce high-quality legal documentation, essential in a fast-paced legal environment.

I have also completed virtual internships with the World Intellectual Property Organisation (WIPO), Latham & Watkins, Clifford Chance LLP, and Linklaters LLP. These internships exposed me to a range of legal fields, including intellectual property and commercial litigation, while also giving me valuable insight into case management and legal contract reviews. I am confident these experiences will translate well to the responsibilities outlined for this position, including preparing legal reports, managing files, and assisting with the preparation of briefs.

My experience as an Administrative Assistant at Lerners LLP, a large Canadian law firm, provided me with valuable skills in office management and client communication across various legal departments. Your firm's commitment to clear, client-focused legal services resonates with my values of professionalism and efficiency. I’m eager to contribute to your team by applying my organizational skills and legal research background, particularly in personal injury and public liability, while also supporting the day-to-day administrative needs of your practice.

Thank you for considering my application. I would be delighted to discuss how I can support Byrne Wallace in further detail at your convenience.

Yours sincerely,

Danielle Daly