Danny Heffernan

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**Re: Traineeship Application**

Dear Sirs,

I am writing to apply for the traineeship position at Byrne Wallace commencing September 2016.

Currently I am employed in Hayes Solicitors as a legal intern. I am working in the Private Client Department focusing primarily on conveyancing at present, however I will be rotated through the Employment and Commercial Departments in the coming months.

I am working in an environment which requires effective time management while maintaining a high standard of work. I have learned the importance of effective file management and update my diary on a daily basis following up in correspondence with a wide range of institutions, bodies and private clients. I regularly report to the solicitors in the department providing updates on my progress.

Since graduating from Belvedere College I have been employed in a managerial role in the family guesthouse. This experience has helped me gain an appreciation of the importance of maintaining strong connections with guests. I quickly learned the importance of building rapport with guests in an effort to garner further business either through retention or acquisition of new guests. This experience has stood to me in my dealings with clients of Hayes.

Outside of my professional life I have a strong interest in a various activities. I organise a number of golf events for friends and extended friends throughout the year. I am a member of the Belvedere Past Pupil’s Union. I have organised and participated in a number of vintage car rallies, including completing the Gordon Bennett rally a number of times. I have completed a 350km cycle of the Santiago de Compostela in Northern Spain in aid of the Belvedere Youth Club and carried out voluntary work for both The Saint Vincent de Paul and The Royal Hospital Donnybrook.

When I attended Belvedere College S.J. I developed a strong interest in law. I felt I possessed a number of attributes, including excellent analytical and interpersonal skills, which further fixed my decision to pursue a career in law.

 I was, and am, fascinated by news reports and question the means to which certain outcomes are arrived at. I believe Arthur Cox would provide a channel to which I could delve deeper than the surface information outlined in news reports.

During my LLB in Irish Law, as an undergraduate, I was exposed to a wide variety of topics which I developed a keen interest. I was particularly drawn to detail orientated subjects such as Company Law and Contract Law. I was intrigued by the fact that a minute detail could change the entire outcome of a particular case.

I was also eager to further develop my skill-set. That is why I chose the Masters in Dispute Resolution. As a taught Masters, this facilitated the development of a number of skills in areas such as Negotiation and Conflict Resolution. A central factor of this course was the varying means and methods which an agreement could be reached.

I am also aware that companies are moving towards arbitration models of dispute resolution, so that was part of the reason I chose to study the Masters in Dispute Resolution.

I am sure I would be an excellent addition to Byrne Wallace.

Thank you for your consideration,

Danny Heffernan