Ms. Dara Brid O’Toole

School House Lane,

Corduff,

Lusk

Human Resource Manager,

ByrneWallace,

88 Harcourt St,

Dublin

 13th October 2017

Dear Sir/Madam

Whilst browsing the website of ByrneWallace, I came upon your advertisement for the firm’s trainee programme. The programme strikes me as exciting and suited to my abilities, and hence I would like to be considered for it. To that end, then, I will say a little about myself.

I completed my Leaving Certificate in the summer of 2014, having achieved 585 points; and I was subsequently accepted onto the Law and Business undergraduate degree programme at Trinity College Dublin (TCD), whose provost awarded me the Entrance Exhibitors Prize for my performance in the Leaving Certificate.

My time at TCD has thus far been extremely positive. I am currently involved in a number of worthwhile societies, including, Amnesty, Enactus, FLAC, Law Soc and Vincent de Paul, and I have excelled on the academic front, obtaining first class honours in each academic year. Most recently, I took part in a research project as part of FLAC TCD. This assignment aimed to produce a easy-to-use guidebook for charities on the EU Charter of Fundamental Rights. My area of researched focused on Article 26 of the Charter. It is hope that the guidebook will be available to charities early next year.

Having taken part in three legal internships, two of which were in large corporate firms, I believe I am prepared, to some extent, for the tasks that would be required of me as a trainee in ByrneWallace. Further, in 2017, I took part in the Trinity Law School Mentoring programme, in which I was paired with an associate, Morag McCullagh from Byrne Wallace. Morag gave me great insight into life at ByrneWallace and encouraged me to find out more about the firm and apply for the trainee programme. I now believe that ByrneWallace is the best place for me to start my career as a solicitor as I am highly interested in many of their practise areas. In particular, I am passionate about the areas of Child Care Law, Employment Law, Tax Law and Family Law.

The above points constitute no more than a sketch of my interests, academic achievements and experience; accordingly, I would be grateful to you if you would take some time to consider my CV, from which a more detailed picture of background may be gleaned.

Needless to say, any opportunity afforded to me to expand upon how I might enhance your firm’s trainee programme would be eagerly accepted.

I look forward to hearing from you.

Kindest regards,

Dara Brid O’Toole