Dear Crna McLoughlin,

It is with great enthusiasm that I write this letter detailing my credentials and interest in gaining the position of Trainee Solicitor with Byrne Wallace. Taking pride in where I work is a significant factor in deciding where to apply and Byrne Wallace has an excellent reputation with a wide array of prestigious clients also.

In addition to my strong academic background, I have experience working for global firms, primarily Arthur Cox and Axiom Law. I have also participated in two vacation schemes with “Silver Circle” firms in London. The vast variety of practice areas incorporated under commercial work appeals to me greatly. I gained valuable exposure sitting in the Competition team at Travers Smith, including research tasks on dawn raids and merger control. At Berwin Leighton Paisner I helped review mortgage loan documents by populating a due diligence excel spreadsheet, significantly increasing my IT skills, whilst sat in the Structured Debt and Capital Markets team. I also assisted a senior associate in researching the effect of the new summer budget on dividend tax and the non-domicile status of clients whilst sat in the Private Client team.

As a paralegal in the Litigation and Dispute Resolution department at Arthur Cox, I have developed extensive analytical and organisational skills as I have had to ensure court documentation is error free and submitted by strict deadlines. This work has also increased my time management skills and my ability to prioritise. I would welcome being entrusted with a high level of responsibility as a trainee solicitor at Byrne Wallace as it would give me the opportunity to show my capabilities. I believe as a trainee I would provide a solid support network within the firm as well as actively seeking to engage with clients on an individual level and build a rapport with them. My ambitious aspirations won’t allow me to remain stagnant.

I find the international strategy employed by Byrne Wallace to be very impressive, whereby their clients can benefit from their ALFA International membership as well as their New York office. I am enticed by the international work available at this firm, my desire to travel and work abroad heightened by having spent a year studying in Pennsylvania on a business scholarship. I appreciate working within an immediate team and understand the importance of sharing knowledge and learning from other colleagues whenever possible to achieve the best outcome for clients. I have a great understanding of people and an ability to interact with anyone on a professional and social level.

I know that commercial law can at times be a stressful environment but the guidance from the strong support network at Byrne Wallace would allow me to achieve my true potential. I believe I have the ability, talent and skills necessary to be an asset to Byrne Wallace and its clients. I look forward to hearing from you and have enclosed my CV for additional information.

Yours sincerely,

David Heatley