3 University Close,

Newcastle Road,

Galway.

Head of the Trainee Programme,

Byrne Wallace,

88 Harcourt Street,

Dublin 2,

D02 DK18.

October 20 2016

**Re: Declan Naughton Traineeship Application.**

Dear Sir/ Maddam,

My name is Declan Naughton. I have graduated from NUI Galway with a Bachelor of Laws degree (LLB) in 2016 and a Bachelor of Arts degree in Law and History in 2015. I am currently studying for the FE1 examinations and hope to complete the first 4 exams in March 2017.

I am a hard-working, motivated and reliable individual. During summer 2016 I was one of three NUI Galway students accepted to take part in an exchange programme at Suffolk Law School in Boston. As part of the programme I had the opportunity to intern at the Suffolk County District Attorney’s Office and working in one of the busiest DA’s Offices in the United States provided me with unique exposure to an exciting and fast-paced legal environment. As I was working in a different jurisdiction I was required to learn on the job and work well with the other interns to meet the needs of our supervising attorneys. I was required to prepare counter motions to supress evidence and dismiss cases and much of my work was used by the attorney in court.

As well as the experience I gained in Boston I also have experience working in the Irish Legal system. I am currently working as a legal assistant in Kennedy & Fitzgerald Solicitors in Galway and I am learning how a busy law office works in practice. I have also completed internships in MacSweeney & Co. Solicitors and MacDermott & Allen Solicitors while studying in NUI Galway. These opportunities have helped me develop excellent research and organisational skills as well as the chance to work with and learn from experienced solicitors. I also worked part-time at Elverys Sports during my time in college and have therefore developed strong teamwork, communication and customer service skills.

I have a strong record of academic achievement and was awarded the title of University Scholar for my results in first year. Furthermore I currently volunteer as a basketball coach with my local Special Olympics team which has been an excellent opportunity to develop my leadership skills and I look forward to achieving as much success as possible with this team.

Byrne Wallace is one of the top law firms in Ireland and has some of the most experienced and able solicitors as well as a proven track record in delivering a top quality service for clients. Therefore I believe it would be an incredible place to start my career and I would learn so much in such a highly skilled and motivated environment. Throughout my college career I have proven myself to be ambitious and I truly feel that Byrne Wallace would be a perfect fit as I continue my legal education.

Thank you for considering my application and I look forward to hearing from you.

Yours Sincerely,

Declan Naughton.