ByrneWallace,

88 Harcourt St,

Saint Kevin's,

Co. Dublin.

30 October 2020

Dear Sir / Madam,

I am writing to express my interest in applying for the ByrneWallace Trainee Solicitor Programme.

I wish to become a trainee solicitor at ByrneWallace because of its reputation as a leading commercial law firm, its commitment to Corporate Social Responsibility and also the emphasis it places on learning and development throughout the training programme.

I am currently working as a Paralegal in A&L Goodbody’s Banking department and I have been fortunate to gain experience across two different teams. I was a member of the Legal Project Management Services team, assisting in the preparation of loan sale portfolios on behalf of the firm’s banking clients. However more recently, I have moved to the Securitisation and Debt Capital Markets team, providing trainee level support to two partners, two associates and two solicitors. I have been able to develop my legal drafting, communications and team-work skills since joining A&L. Prior to this, I worked as a Paralegal at Fieldfisher and was seconded to a client’s office to work on a large-scale investigation. While on secondment, I had a high level of autonomy and managed my own workload, overseeing 70 files in total.

I strongly believe I possess the relevant skills and experience to help me succeed as a trainee solicitor. I have built up a wide range of experience in a number of diverse areas which has enabled me to grow both personally and professionally. I possess excellent IT skills and am adept at all areas of the Microsoft Office suite. While working at A&L, I have been exposed to leading technology such as Contract Express, KIRA, High Q, Bundle Docs and Relativity One.

I am a diligent and enthusiastic individual, and I feel my current skillset and varied previous experiences set me apart from other candidates.

I hope you will take my application into consideration and I look forward to hearing from you in due course.

Yours sincerely,

Deirdre O'Connor