

Deirdre O'Donnell

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Graduate Recruitment Manager,
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28 September 2022

RE: Trainee Solicitor Programme 2023

Dear Sir/Madam,

My name is Deirdre O'Donnell and I wish to apply for the Trainee Solicitor Programme at ByrneWallace. I am a graduate of University College Cork, having completed my BCL (Clinical) degree in May 2020 achieving an **upper Second Class Honours Grade 1 (2H1)**. I have successfully passed all eight **FE-1 examinations** on my first attempt.

I am currently working as a Paralegal in the property department at **ByrneWallace**. My role entails conducting in-depth legal research on a daily basis, collaborating across a range of projects and proactively providing support to fee earners across different levels of seniority. Each of these key responsibilities has given me the opportunity to build on my **organisational and stakeholder management skills**.

My time as a Legal Secretary with **O'Flynn Exhams** allowed me to enhance my **teamwork and collaboration** skills, working in cross-departmental teams as the firm operated under a secretarial pooling system. The cross-collaboration element of my role meant I was involved in the drafting of complex contractual documentation on a daily basis, which gave me the opportunity to improve on my **attention to detail**.

I wish to apply to the ByrneWallace Trainee Solicitor Programme as I believe that ByrneWallace is the best fit for me from a **firm culture** perspective. Fostering a **collaborative work environment** which is based on teamwork and support is one which personally appeals to me, as I feel it would be the optimum environment within which to progress and achieve my own career objectives as a trainee solicitor.

Having worked in the firm's Tier 1 property department since June 2022, I have recognised the **collegiately** within the firm as being a top priority and this is a key reason for my application to the Trainee Solicitor Programme. I have been working hard in anticipation for this opportunity and I am ready for this next challenge. I know that the role of a trainee solicitor will require some new skills but I firmly believe I have the qualities required to successfully fulfill the job's responsibilities.

I enclose my CV for your reference which highlights my education and relevant work experience. Thank you in advance for your time and consideration.

Sincerely,

Deirdre O'Donnell