23rd October 2015

Sinead Fox,

HR Administrator,

ByrneWallace,

88 Harcourt Street,

Dublin 2

Dear Ms. Fox,

I am writing to apply for a position on the Trainee Solicitor Programme at ByrneWallace. I have recently completed my Bachelor of Civil Law (International) degree from University College Dublin. My Grade Point Average is 3.17, which is equivalent to a Second Class Honours, Grade 1. Please find my CV attached for your consideration.

Currently, the exposure of ongoing commercial aircraft leasing and asset management transactions at ORIX Aviation Systems Limited has motivated me to face challenging tasks. I feel fortunate to be gaining an insight and assisting ORIX’s experienced legal team with various transaction executions resulting in faster client enquiry response times. One instance being, having to liaise with the Indonesian Embassy in London in order to obtain particular consularised documents and deliver them to the Indonesian counsel in a tight-time frame prior to the deal closing. I feel proud to be trusted with the responsibility for the accurate completion of individual assignments and in dealing with confidential documents. I am keen to pursue a traineeship with ByrneWallace, especially since the varied nature of legal expertise would allow me to develop as a well-rounded professional in all aspects of law through the trainee programme. I enjoy the teamwork necessary for the effective functioning of a busy office and researching and educating myself with the clients’ industry allows me to interact appropriately to their requests. Also, interning at Murray Tech Law raised my awareness of how the combination of legal and business experience enables the firm to better understand the clients’ needs in light of business objectives.

Byrne Wallace strikes me as a superior firm due to its supportive, cooperative and collegiate culture. Studying at University of California, Davis provided me with the prospect of engaging in diverse subjects of the business law sphere. This experience equipped me with legal knowledge and the practical classes I took developed and strengthened my skills in researching and interpreting legal information, making effective oral and written presentations, and working collaboratively on group projects. Additionally, I participated in a negotiations competition, which enabled me to propose innovative solutions resulting in our team showcasing flexibility regarding clients’ confidential information not being disclosed and nonetheless succeeding in reaching an outcome that served our client’s goals.

Working in an environment where networking and collaboration between fellow trainees and partners exists is important to me as that enhances wisdom in determining the most effective ways to solve clients’ problems and maintaining good client relationships. In my final year at university, I actively got involved as a Global Guide with the International Office, which improved my communication skills and emphasised the importance of customer service in the workplace. Effective time management was essential in order to combine my part-time work with studies and social commitments. Working with ATC Language and Travel, ensuring customer satisfaction in a busy student centre environment required the ability to think effectively on my feet, and to remain calm and courteous under pressure. I took leadership by implementing customized solutions that though were not the norm, best suited my client’s needs, and highlighted that valuing my clients resulted in creating additional revenue possibilities through their referrals.

It would be an invaluable opportunity to make full use of my mental capabilities by gaining direct, hands on experience working on client cases, under partner supervision from the outset of my traineeship. Especially considering how increasing my legal understanding through reviewing my progress, learning to deliver expert advice that promotes and protects clients’ interests, and gaining responsibility would stand to me when preparing to sit and pass the Professional Practice Courses. Personally, exposure to the broad range of experience that ByrneWallace offers in many aspects of their legal practise would enhance my career development, due to its motivating and rewarding career prospect.

I look forward to hearing back from you soon!

Yours sincerely,

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