

# Donagh O'Loughlin

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## Byrne Wallace

87-88 Harcourt Street,  
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Ireland

19<sup>th</sup> of October 2015

Dear Sir/Madam,

I am a Bachelor of Civil Law with a 2.1 distinction; passed all eight FE-1 exams and have over 3 years experience working as a paralegal. I am also a Bachelor of Computer and Electronic Engineering; have completed diplomas in both Arbitration Law and Financial Trading and Investments; and I am currently undergoing a Certificate course in Company Secretarial Law & Practice with the Law Society. I am scheduled to attend a peer interview for a Fellowship of the Chartered Institute of Arbitrators in November and have enrolled to sit an exam in Trademark Law and Practice with the Patents Office in Spring 2016.

While at university, I aggressively sought out experience relevant to a legal profession to ascertain whether I would be suited to the profession. I obtained a six-week work placement as a paralegal at Keane Solicitors in Galway, a full time position I ultimately held for eighteen months, throughout my final year as an undergraduate and beyond. Assisting predominantly with civil matters such as negligence claims, debt recovery and low level commercial matters, I worked my way from the reception desk, to assisting to the principal, to occupying my own office as a paralegal. I also volunteered at the Citizens Information Centre for eleven months where I advised on immigration law issues in a migrant clinic. I currently work as a Legal Executive and Company Secretary for a large multinational app development firm. In short, I handle the corporate affairs of the organisation; manage their IP protection strategy and enforcement; and overlook commercial contracts and agreements. I believe that this type corporate engagement is my true calling.

Byrne Wallace is an extremely attractive prospect for me personally. Its long established success and commercially focused mandate indicates that it is perfectly poised to take advantage of the current economic recovery. Given my previous professional and educational experiences to date, I envision myself specialising in the areas of Corporate Law, Commercial Contracts, Intellectual Property Rights, Commercial Litigation and Dispute Resolution.

Byrne Wallace, as a top tier law firm and nationwide leader in these areas, has the recourses and reputation to train me to the standard that I expect. Over the years it has become increasingly decorated with accolades including the Lexcel Standard of Excellence, Client Choice Awards Winner and Litigation Case of the Year. In light of these achievements it is abundantly evident that Byrne Wallace is the ideal environment for me to develop professionally.

Many competencies learned during my engineering degree were easily transposed into my legal studies. It developed an ability to analyse a situation, diagnose the problem and improvise to find a solution, as well as cultivating a sharp attention to detail. The latter quality was further developed by my legal studies and work experience, particularly in the capacity of Company Secretary, where accuracy and competence is paramount. I communicate professionally both written and orally, attributed to my paralegal experience and volunteer work for the Citizens Information Centre. My current employment involves frequent correspondence with partners, affiliates and service providers from all over the world. I am a very commercially aware person; my diploma in Financial Trading and Investment has enabled me to navigate financial news with greater understanding of business and the global markets. I understand that an acute business sense is an essential attribute of an effective commercial solicitor.

As can be derived from my diverse education and professional record, I am enthusiastic, motivated, determined to succeed and focused on my goals. Notwithstanding the high standard of candidate for this position, I am confident that I have the ability and determination to stand out in this fast paced, busy environment and anticipate that before the end of my tenure as a trainee I will have become a notable and effective part of the team.

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

Yours faithfully,  
**Donagh O'Loughlin**