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25 September 2022

Dear Sir/ Madam,

I wish to apply for a trainee position with Byrne Wallace. I have passed all my FE-1s and would love an opportunity to train with you in 2023. Previously, I graduated from UCD with a Business and Law degree (BBL), achieving a second class Honours grade one degree. I find law to be intellectually challenging and stimulating. There is no aspect of life or society which is not impacted by law to one degree or another, resulting in a career with endless possibilities and diversity in the direction it could take one. Having researched the firm, its core values and practice areas, I believe that Byrne Wallace would be an ideal place to develop my skill set and to train in a highly skilled team and ultimately practice as a commercial solicitor.

As per my attached CV, I have relevant work experience in legal firms. Currently, I am working in LK Shields Solicitors LLP as a paralegal where I work closely with the litigation and corporate teams. This role has given me the opportunity to gain considerable knowledge and experience into the litigation process where I am often tasked with drafting briefs for counsel. I am regularly tasked with carrying out research on various legal topics, specifically within the employment department where I carried out research for a partner for a round table discussion LK Shields were hosting with various employers. I also work closely with the construction team in liaising with banks to finalise their application processes. I am also regularly required to draft schedules of title documents on behalf of the banking and property teams. While working in Compton Solicitors, I gained experience and knowledge on commercial leases and the licensing process for the hospitality industry, as these were their core areas of expertise. As it was a small firm, they mainly used their interns in a paralegal role. I regularly assisted in drafting side letters to clients and took the attendances for client meetings. Both these experiences have assured me that I am completely invested in pursuing a career in law. It has also proved to me my ability to quickly understand and digest information while also being capable of taking the initiative to realise what needs to be done and completing it.

As an ambitious and determined individual, I firmly believe that I fit the profile of a candidate sought by Byrne Wallace. I am an extremely organised and disciplined individual who thrives in a team environment. I have learnt the importance of this from both my time working as a legal secretary and also from years working in the hospitality industry. Not only did these experiences highlight the importance of working in a team environment but also how to effectively communicate and interact with others. In both, I was placed in situations where I was dealing with unhappy customers or clients. This has allowed me to showcase and develop my communication skills in a professional environment, where it is essential to make clear, well-informed points in order to make an impression.

For me the appeal of your firm is endless. Byrne Wallace consistently ranks as one of the leading law firms in Ireland, working with a broad range of clients, encompassing both national and international markets and including both private and public sector clients. Byrne Wallace's trainee programme stands out as being focused on education and personal and professional development. In a full service law firm like Byrne Wallace, there is ample opportunity to gain invaluable experience in many diverse areas of law, specifically areas such as employment, life sciences and healthcare for which Byrne Wallace are so highly regarded. Another reason a career in Byrne Wallace would be so attractive to me is that there is real scope to fulfil one's personal career ambitions while also being part of a large team. Given my excellent communication and interpersonal skills, I believe I would excel in Byrne Wallace's working environment.

I hope that you find me a suitable candidate for your trainee programme. I look forward to hearing from you at your earliest convenience.

Yours sincerely,

Elizabeth Mahon.