5 Booterstown Avenue,

Blackrock,

Co. Dublin

17th October 2018

ByrneWallace,

88 Harcourt Street,

Dublin 2,

D02 DK18

**RE: Trainee Programme**

Dear Sir/ Madam,

I am writing to express my interest in obtaining a Traineeship with ByrneWallace. I have long aspired to become a corporate lawyer. My internships in both William Fry and AMOSS Solicitors have confirmed this ambition. Having a dual-degree in business and law has allowed me to continually develop my commercial awareness. Additionally, I have learned how to analyse problems as a whole rather than as separate disconnected elements. Working in a commercial law firm would provide me with not only a depth of legal expertise but also sound commercial judgment.

As a solicitor, there is a strong emphasis on networking and building relationships. This is an influencing factor of my career choice as I want to work in a client-facing job and collaborate with others. Working as part of a team both motivates and excites me.

I am attracted to the fast-paced lifestyle of a career in law. From attending career fairs and talks, solicitors have expressed that each day poses a new challenge. This is important to me as I want to work in a job where I am constantly learning, enhancing my legal skills and knowledge.

As one of Ireland’s leading corporate law firms, it would be a privilege to obtain a Traineeship with ByrneWallace. Training in a progressive law firm with such a high level of excellence would be invaluable for my learning and the development of my career. Completing four rotations alongside some of the best corporate lawyers would provide me with a depth knowledge in various practice areas.

The strong emphasis on Learning and Development reflects ByrneWallace’s commitment to training the best lawyers in the country. I want to work in an environment where I have continuous support and can ask questions. It is clear from the review sessions at the end of each rotation that feedback is an integral part of the development programme in ByrneWallace.

ByrneWallace’s culture appeals to me, particularly the open-door policy and collaboration that the firm encourages. I have the ability to act both as a leader and a committed team player. As a result, I think that I would collaborate well with the driven and innovative people that work in your firm. Furthermore, I am extremely impressed by the firm’s CSR and pro bono work. Participating in such initiatives would be a rewarding and fulfilling experience.

I believe that my work experience and credentials to date make me an ideal candidate for this position. My work experience in Gleesons has prepared me for a career in law as I have cultivated the ability to convey and communicate information in a professional manner. I can recognise and admit when or where I am wrong and learn from these mistakes. Additionally, volunteering in Laos has improved my emotional intelligence and sensitivity of an entirely different culture. Learning about the locals’ body language and gestures was a fascinating and humbling experience.

From playing team sports for a number of years and participating in group projects, I work well as part of a team. I listen and respect others and recognise that all opinions should be valued. Furthermore, my friendly and approachable nature cultivates my ability to build rapports easily.

I am an extremely organised individual, this links with my time management proficiency. I use these skills during exam periods where I balance study with part-time work and exercise. I believe that these skills are necessary to keep up with the fast-moving pace of a corporate law firm.

I am hard working in all aspects of my life. I continuously strive to develop new skills and I am hungry to be successful. My academic performances to date portray not just my intellectual ability but also that I am self-driven, motivated and focused. I use my initiative and enthusiastically take on new roles and responsibilities. My non-academic achievements, particularly in music and sports, further display my dedication and ambition.

I would like to thank you for taking the time to read and consider my application. My Curriculum Vitae further highlights my education, work experience, skills and achievements. I hope I will have opportunity to interview with you and explain in person why I believe that I am the right fit for ByrneWallace.

Yours Faithfully,

Ellen D’Arcy