

ByrneWallace LLP

88 Harcourt Street

Dublin 2

8 October 2021

**Re: ByrneWallace Traineeship 2022**

To whom it may concern,

I am writing to apply for a place on the ByrneWallace training programme. By way of background, I graduated from University of Limerick with a degree in Law and Cultural Studies. Since graduating, I have had the opportunity to work in numerous law firms and have gained excellent experience in several areas of law as well as successfully completing the FE1 exams.

As part of my degree, I worked as a legal intern in Danske Bank where I was nominated for the Co-Operative Placement Award for outstanding performance. I also worked as a legal executive in O'Callaghan Daly Solicitors where I gained invaluable experience in probate law, conveyancing, family law and personal injury law. As a legal secretary at Beauchamps LLP, I supported several solicitors from associate to partner level corporate and commercial department. In October 2020, I undertook a Corporate Law and Governance diploma with the Law Society of Ireland to continue my professional development. I am currently working as a paralegal in DLA Piper's Dublin office. This role has further enhanced my understanding of the role of a solicitor while learning in a firm ranked first for Global M&A by deal volume in last eleven years. I assist in drafting multiple transaction documents, maintain corporate document trackers, review due diligence documents and draft Companies Registration Office filings (among other things). In my spare time I enjoy photography, reading and am a classically trained violinist (Grade 6 ABRSM standard of the Royal Academy of Music).

I am a strong and competent candidate for your training programme. Having worked with the ByrneWallace banking department while at Danske Bank, I know that you value collaboration, outstanding client service and efficiency. I have worked diligently to improve my communication and client facing skills to ensure I can deliver work efficiently and always go the extra mile to ensure client satisfaction. I would relish the opportunity to train with a firm who shares my drive to provide top quality client assistance such as being awarded Deal of the Year Awards for both Loans and Financing and Acquisition transactions. This compounds the fact that ByrneWallace is a market leader both domestically and internationally and is certainly a team I would like to contribute to in the future.

Thank you for taking the time in considering my application, and I hope to hear from you soon.

Kind regards,

Ellen Foley