To whom it may concern,

My name is Emily Murphy. I have recently graduated from UCD where I studied Business and Law and I am currently studying for my FE1 examinations. I hope to have all of my FE1 exams completed by October 2023 whereupon I will be eager to begin my traineeship.

Byrne Wallace is one of the largest full service law firms in Ireland and have been in business for over 40 years. The firm’s commitment to providing a quality service to their clients as well as their high professional standards is what enticed me to apply for a traineeship with this firm to begin with. In recognition of their success, the firm has received numerous awards over the last number of years. I was delighted to see that Byrne Wallace is the only top 10 firm is Ireland with Lexcel accreditation for excellence in practice management and client services. In addition, the firm has recently been recognised by the Sunday Independent as one of Ireland’s Best Law Firms 2023.

Overall, Byrne Wallace’s reputation speaks for itself and I believe that if I was lucky enough to be considered for the trainee programme, I would receive first-class training as well as an opportunity to work with solicitors who are some of the best in their field. I have always been a highly motivated worker and a career with Byrne Wallace would no doubt fulfil my needs by being both challenging and deeply rewarding.

Throughout my time at university, I have had various part-time jobs where I feel I have developed valuable transferable skills. I have worked in various customer service roles, as a receptionist in two different 5 star hotels in Dublin, as well as a waitress in a restaurant in Manhattan. I have received excellent customer service training, a skill which will no doubt be of use to me in my career as a solicitor. I also worked as a sales associate for 2 years for a global tobacco and vaping company during breaks in the college semester. I have excellent attention to detail and I approach all tasks with enthusiasm and determination. I feel confident that I could bring these important qualities to Byrne Wallace, should I be lucky enough to be offered a position as a trainee.

I look forward to hearing from you.

Kind regards,

Emily Murphy