**ByrneWallace LLP**,

88 Harcourt St,

Saint Kevin's,

Dublin,

D02 DK18

13 September 2022

Traineeship Application

Dear Sir/Madam,

I am a First-Class Honours Bachelor of Corporate Law graduate from the National University of Ireland, Galway and an FE-1 candidate and I am writing to apply for a traineeship position at ByrneWallace LLP. As I continue to learn and gain experience in my position as a Paralegal in the Corporate Department at ByrneWallace, I believe I would be capable of positively contributing to the firm during the course of my training and future career. Securing this traineeship position with ByrneWallace would allow me to achieve my goal of joining the team and growing with the firm in the future and I feel confident that I could contribute substantively to the work of the firm while strengthening my skills.

I believe my past experiences working in fast-paced professional environments means that I could contribute significantly to ByrneWallace’s legal team. As a legal intern at AMOSS Solicitors and Philip Lee LLP, and now as a paralegal at ByrneWallace, I have gained invaluable experience in various corporate departments and transactions. I have executed multiple time-sensitive projects with accuracy and speed, completed projects with minimal guidance, and communicated information to all corporate departments in an efficient and time-sensitive manner. Further, I worked closely with the solicitors, associates and partners on a variety of legal issues which has enabled me to enhance my strong time management, writing, research, and analytical skills, which I am refining in my journey to completing my FE-1s.

I am particularly interested in the traineeship programme at ByrneWallace because of my focus on business, finance, employment and, specifically, my interest in supporting the commercial interests of large corporations while helping them to navigate legal hurdles. Having had to opportunity to join the firm as a paralegal, I have seen firsthand, the dedication on behalf of the firm to recruiting and educating each individual within the firm to maintain its high level of expertise across all practice areas.

I obtained my first two FE-1 examinations in October 2021 during my final year of my undergraduate degree, with the aim of having all eight examinations successfully completed by Summer of 2023, and I trust that working at ByrneWallace will provide me with practical experience while completing the FE-1 examinations which will contribute immensely to my results and my overall analytical and problem-solving skills.

I have shown myself to be self-motivated, organised, and capable of working under pressure. I am an ambitious individual with a drive to see things through to completion. While teamwork is fundamental to success, I have the ability to be decisive when the situations demands it. By taking initiative, I know when to ask questions or to ask for help.

I am confident that my experience, skills and curiosity will enable me to make a positive contribution to the ByrneWallace team. I hope to have the opportunity to interview with yourself and the team for a position on the traineeship programme at ByrneWallace. Thank you in advance for your time and consideration.

Your sincerely,

Emma Cox