Dear Ciara Loftus,

I am a current FE-1 Candidate and recent First Class Honours BCL (Law and Business) graduate from University College Cork, and it is with great enthusiasm that I am applying for a traineeship position in ByrneWallace LLP. This role is particularly attractive to me as ByrneWallace LLP is a firm that would foster my professional growth and development in a collaborative atmosphere with a dynamic approach. The firm’s commitment to tailored, innovative client solutions within a strong global presence with Lexcel accreditation connotes a firm with a challenging, varied and rewarding environment, where trainees are valued and supported. I am excited to advance the legal research, writing, and advocacy skills I have developed and apply this knowledge in a practical way in the firm. My dual degree of Law and Business has given me a unique commercial acumen that sets me apart, as I have gained an appreciation for the economic impacts of law, the importance of leveraging Information Systems within an innovative firm and the financial needs of corporate clients.

Through my extensive work experience, academic achievements, and extracurricular activities, I have developed core values and interests aligned to those embedded within ByrneWallace’s culture, such as continually striving for excellence. My current role as regulatory reporting office in Alter Domus, a leading provider of Fund and Corporate Services, has allowed me to expand my technical skills and detail orientation, whilst expanding my knowledge of financial services regulation, which will be particularly useful to me in my role as trainee solicitor in a corporate law firm. Law is about the finer details whilst keeping an eye to the bigger picture for clients, and I want to leverage my skills in this regard and work within a collaborative team for a variety of domestic and international clients in this endeavour. Further, my previous customer-facing, fast-paced roles in the River Lee Hotel, Cork and Tapshack Restaurant, Canada, mean that I have developed my adaptability and interpersonal skills, thus allowing me to build effective rapport with clients. Having worked essentially full time throughout my college experience, I know I would be well suited to the time management and work prioritisation requirements of a trainee in a fast moving, dynamic firm.

As former Chairperson of the UCC Simon Society, I was entrusted with running the society by delegating tasks and liaising with other societies to fundraise effectively and have thus enhanced my leadership and organisational skills whist acting with integrity throughout my endeavours. Working with my committee, I embraced the transition to online events, indicating my progressive attitude and ability to adapt to new situations quickly. This is in line with ByrneWallace’s approach to embracing technology within the legal sphere through the firms ISO 27001 status and reputation as a premier technology law firm. Leveraging technological solutions and embracing innovation are key aspects of why ByrneWallace LLP is my firm of choice for embarking on my legal career.

I am enthusiastic in my endeavour to gain an insight into how the firms core values are embedded within the everyday work of a corporate solicitor. I believe Byrne Wallace, as a full-service law firm, would provide me with real, practical work where I could learn from some of the leading legal minds in the business who help shape the legal and financial services sphere. Upon researching the firm, I have learned of the welcoming open-door policy and commitment to development, which I would be proud to be part of. I am confident that I would be successful in advancing my technical and practical legal skills in ByrneWallace LLP and contribute to the firms success in the future as it continues to grow.

Yours sincerely,

Emma Flanagan