

Byrne Wallace
88 Harcourt Street
Dublin 2

Knockbridge
Dundalk
Co. Louth
17th October 2018

Re: Application for Trainee Development Programme

Dear Sirs / Madam,

As way of introduction, my name is Emma Marry and I wish to put forward my application for the Trainee Development Programme with you at Byrne Wallace. I see myself as a hardworking, intelligent, motivated and enthusiastic individual who will commit oneself to any job at hand. Please find attached my curriculum vitae which evidences these qualities and shows I am a highly-suited candidate for this position.

There are an abundance of factors that have pressed me to apply for this role and to pursue my career with you at Byrne Wallace. Firstly, I am a determined individual with a strong set of career ambitions and goals. From my ever-growing experience in this field I am certain that the jump to working within your well-established firm is the next step that I ought to take to advance my legal career. I would love nothing more than to be able to make this progression with you at Byrne Wallace. Having had the opportunity to study under the guidance of the highly educated and world-class lecturers at UCD, I am conscious it is important to continue upon this path of superior learning throughout the duration of my next learning curve i.e. the traineeship process. It is clear from Byrne Wallace's reputation that if I were given an opportunity to work with you this would allow me to succeed in this goal and continue to learn from the best.

Further, Byrne Wallace is an immensely well-respected and acknowledged firm since its establishment in Ireland in 1980. The evolution of this company to me proves its resilience. I personally am on the opinion it is important to place your career in the hands of a company you believe will continue to prosper and grow. But also, one must be confident that this company will bypass periods of economic decline. The development of this company in my eyes clarifies that Byrne Wallace is a place of stability and thus is somewhere I would like to further allow to my legal career to flourish. Further, as I am very career focused, when deciding where to next venture with my occupation I wish to become part of a company that will provide me with opportunities to progress and advance within after my training contract. From my extensive research Byrne Wallace also succeeds in fulfilling this requirement.

Since leaving college I have grown solid experience in the legal field through my year spent working at McDowell Purcell ("MDP"). I started in MDP in the Corporate Commercial Department last year. Since then I have shown that I possess the qualities and skills needed to advance my career in law to the next stage. Having had very little previous experience in this type of role, I believe the high level of responsibility given to me in my tasks within such a short time of starting at MDP proves I am reliable, efficient and trustworthy with my work. My rapid inclusion on my team in MDP along with my high level of responsibility and the important tasks given to me proves I am a speedy learner who clearly can adapt oneself to the job at hand.

I believe I have excellent interpersonal skills as I can communicate with all age groups and am a very social and approachable person. My organizational skills have developed through many ways during both my academic studies and professional advancements. In my view, my ability to balance studying for FE1 Examinations, my long commute to work each day alongside many voluntary commitments whilst also maintaining a good social life proves I am an efficient and structured individual who can commit themselves fully to the task at hand irrespective of outside work stresses. I am fully capable of working as part of a team and I am also prepared and happy to work on my own initiative. Due to my involvement with sport from a very young age I would regard myself as a very hard-working, ambitious, and dedicated team player and this is something, which is most definitely key to working for you.

I would greatly appreciate the opportunity to forward my career in law to the next stage if given the opportunity to progress into this role. As previously mentioned, please find enclosed my Curriculum Vitae which highlights my experience and skills. I would like to thank you for taking the time to consider my application and I urge you not to hesitate to contact me at any stage if there are any questions I may answer or if there is anything further you may like to discuss. You will find my contact details attached as part of my CV. I look forward to hearing back from you in due course.

Yours Sincerely,

Emma Marry