20th October 2015

Dear Sir/Madam,

I am writing to you to apply for a graduate traineeship at ByrneWallace as advertised on your website. I am currently in my final year of my business and law degree at University College Dublin. Please find my CV attached.

From a young age I have been fascinated by the law and this has developed into my ambition to work as a commercial lawyer. After completing a work experience placement in a solicitor’s office I originally envisaged that I would practice family law. However, as I’ve progressed through university I have realised that this role is not for me. Talking to solicitors in commercial firms and studying modules such as company law, property law, commercial law and consumer law has made me certain that while I still wish to pursue a career in the legal sector I am much more suited to the role of a corporate solicitor. I was attracted to applying for this position by the unique development programme that the firm offers. I would like to work in a firm that provides opportunities and training so that I can become a great solicitor. The opportunity to work directly with a partner would be a fantastic experience. I would love the opportunity to take advantage of working with solicitors who are experts in their fields. The in-house training seminars are another feature of the traineeship that appeals to me.

I believe that I am an excellent candidate for your trainee programme. My time spent working in Hines has allowed me to broaden my knowledge of the commercial world, observing how the law impacts on commercial decisions on a daily basis. I possess excellent communication skills developed though various roles. Advancing from my time on the student council in secondary school, to positions I have held in part-time jobs, presentations I have given in university. Most recently I attended the Hines European Conference which the Irish office held in Carton House where I was responsible for greeting all the guests on arrival. Throughout the three-day event I was responsible for liaising between Hines and the staff both at Carton House and at off site venues where some events were held. I received outstanding feedback after the conference from the Hines office for my efforts. The law is dynamic, challenging and exciting which appeals to me greatly. My aim is to work with clients who are business orientated, I would relish the opportunity to explain complex legal issues to these clients who need practical and feasible results and I believe that a career with ByrneWallace would allow me to fulfil and surpass my goals. I feel it is important to mention that during the first two years of university I did not focus my attention on my studies and my grades do not reflect my capabilities.

I am available for interview and look forward very much to your response.

Yours sincerely,

Emma McDonnell