Emma Quinn

1 Cricklewood Park

Stranmillis

Belfast

BT9 5GU

20th October 2016

Crona McLoughlin

HR Manager

Byrne Wallace

88 Harcourt Street

Dublin 2

Dear Ms McLoughlin,

I wish to apply for the Byrne Wallace Traineeship Programme as advertised on your website and enclose a copy of my CV. I have graduated with a Bachelor of Civil Law (European) degree from University College Dublin with a high 2:1 honours degree. My ultimate goal is to become an excellent solicitor and to become part of a leading law firm which is why I am applying to Byrne Wallace, one of Ireland’s leading law firms who provide unrivalled corporate and commercial expertise. If offered this opportunity, the position would provide me with first class training and a chance to gain knowledge from some of Ireland’s best lawyers.

I currently work as a Paralegal at John F. Gibbons & Co Solicitors in Belfast. My role includes dealing with litigation, criminal and conveyancing cases. I am focused, ambitious and hardworking and as a result I have been given the same responsibilities as the firm’s trainee solicitor. I have strong interpersonal and networking skills which have allowed me to adapt quickly to life at John F. Gibbons & Co and have enabled me to interact well with clients and colleagues.

Last summer I undertook work experience at Millar McCall Wylie LLP I was responsible for the population of Excel spreadsheets and the preparation of data for use in meetings with clients. My time at Millar McCall Wylie allowed me to build upon my commercial acumen and to recognise the importance of an in-depth understanding of each individual client’s business. I relished the opportunity to work in a corporate environment and to gain experience and knowledge from those around me.

My studies and work experience have instilled in me the desire to work on complex and intellectually stimulating multi-jurisdictional transactions. I know that I will thrive in the fast-paced environment of a commercial law firm and to be given the opportunity to develop and gain knowledge of numerous legal practise areas is nothing short of exciting. Since beginning my law degree I have always aspired to work with a diverse, high profile client base and be at the forefront of topical legal and business developments.

As an accomplished Grade 8 double bassist I have had the opportunity to perform across Europe as a part of numerous semi-professional orchestras. I help organise two charity orchestra concerts per year, last April we raised £2000 for the Northern Ireland Alzheimer’s Society. Your firm is very attractive to me as you encourage a strong programme of volunteering. If given the opportunity to become a Byrne Wallace Trainee I would be very keen to get involved in your CSR activities.

This year I served as Secretary of the UCD Erasmus Student Network (ESN) and Treasurer of the UCD Symphony Orchestra. I was responsible for all communications between ESN and its Erasmus students and worked alongside nine other committee members. My role as Treasurer involved managing the orchestra’s accounts with regards to proposed concerts, trips and social events. Having undertook these positions in my final year of university shows that I am able to manage my time effectively and efficiently. My roles allowed me to further strengthen my communication skills, which are particularly pertinent to a career in law. I am an organised person and greatly enjoy working as part of a team- these appointments allowed me to put my skills to use.

I spent the third year of university studying at Université Toulouse 1 Capitole as part of the Sutherland School of Law’s exchange programme. The opportunity to study abroad was an invaluable one. While in France I attained my Diplôme d'Etudes du Droit de l'Union Européenne (Diploma in European Union Law), I had to work consistently and diligently in order to meet the high standards expected of students undertaking the Diploma. I chose to study in France to further develop my French language skills, and to gain a more in depth understanding of fields including EU and Competition law, but in my downtime I had the privilege of travelling extensively around Europe. I am not afraid to embrace new experiences and challenges.

My experiences at home and abroad show I am well accustomed to teamwork and value collegiality, something I know that is incredibly important in a corporate law firm such as Byrne Wallace. Should I be offered the opportunity to become a Byrne Wallace Trainee Solicitor I will immerse myself fully in the team and contribute my all.

To be given the invaluable opportunity to become a Byrne Wallace Trainee Solicitor would mean a great deal to me and I would be delighted to prove myself to you. Thank you for your consideration.

Yours sincerely,

Emma Quinn