Erica Smith,

17 Seagrave Park,

Ratoath,

Co. Meath.

Ms Emily Murray,

Senior HR Generalist,

Byrne Wallace LLP,

88 Harcourt Street,

Saint Kevin’s,

Dublin.

Dear Ms Murray,

I am writing to express my interest in the Trainee Solicitor position as advertised on LinkedIn. I believe my professional experience, educational background, and motivation to work to my full potential would be an asset to this position and to your firm.

Since my university degree, I have gained experience in a civil litigation practice to which I have developed a professional legal skillset. I have always had a keen interest to pursue a career in corporate law as a result of completing my degree in Business and Law. I have enjoyed learning about the law conceptually, and in practice as I have gained experience in different practice fields, although I have always had a fondness of subjects that had a more commercial focus. In order to gain insight into a corporate law environment, I carried out Virtual Programmes with both Mathesons and Pinsent Masons. These programmes were both enjoyable and insightful and I would welcome the opportunity to carry out similar tasks in a professional environment.

Paired with my professional experience is a strong educational background. While I was working fulltime, I completed eight FE1 examinations. I achieved very high results during my undergraduate education. This includes a grade of 73.2% in my final year overall Business grade and 80% in my Strategic Human Resource Management module to which I received the highest in my class.

I am interested to pursue a career in Byrne Wallace as they are one of Ireland’s largest full-service law firms recognised as a top tier firm in the Legal 500 and with an accreditation in Lexcel. I know that I would receive invaluable training working for a firm with a wide variety of legal expertise with involvement in some of the top deals of the year. I recently read about Byrne Wallace’s involvement in the Roche acquisition of Inflazome and how important this deal is to scientific research and the development of medications to help patients suffering with debilitating diseases. I admire the work that Byrne Wallace is doing both professionally and through CSR initiatives that benefit both the community and the environment, and I would welcome the opportunity to contribute to Byrne Wallace’s success.

Further, I have proven myself to be a very ambitious and motivated individual, taking on tasks with an open mind and adapting to situations with an innovative mindset. I approach all walks of life with a positive attitude, and I am a very sociable person who enjoys working in team environments. I believe I would be a valuable contribution to your firm, and I would be delighted to be called for an interview.

Yours faithfully,

Erica Smith